

# Navy Nuclear Weapons Association



## Standard Operating Procedures And Pass Down the Line Information

Original: 28 July 2008

Revised: 4 September 2024

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## Record of Changes

Change Number	Date	Reason for Change
Original	28 JUL 2008	Document originated for use following board development
Change 1	29 APR 2009	To incorporate the latest information
Change 2	15 JAN 2015	To incorporate the latest information
Change 3	21 AUG 2015	To incorporate the latest changes, revisions, and to reformat document
Change 4	28 FEB 2019	To incorporate the latest information
Change 5	12 MAY 23	Updates to Chapters 5, 7, 8, 9, 10, and Apdx A, B, and C
Change 6	20 JUL 23	Updates to Chapters 8, 11 and Apdx C, D, E, F, G, and H
Change 7	28 Oct 23	Formatting and minor updates
Change 8	4 SEP 24	Updates to Chapters 1, 7, 8, 9, and 10

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# Chapter 1

## Introduction

The 2004 and 2005 Navy Nuclear Weapons Association (NNWA) Board of Directors recognized that much of what we do and the way we do it had not been fully recorded. As a result, there was much reinventing of the wheel when it came to conducting NNWA business. For example, the duties of various members of the Board had not been formalized. Board resolutions and activities were not recorded, and lessons learned during the conduct of reunions had not been formally captured. As part of its goals for year the 2005 the NNWA Board of Directors identified the need to initiate the documentation of the organizational operating procedures. It is the goal of this document to capture the NNWA operational procedures so that they become a record to assist follow-on Board of Directors in the performance of their duties.

**It is the Vice President's responsibility to maintain this document, keeping it accurate and current.**

Electronic/digital copies of this SOP/PDL may be provided to members of the Board of Directors, prospective reunion hosts, and other interested parties for personal use. The authority for changes, additions and corrections to it will be retained by the standing Board of Directors. All approved or directed modifications to the document will be through the Vice President for implementation into the SOP/PDL. Only the version maintained by the Vice President will be considered the "Official Version".

### Corporate Information

On 25 March 2002 the NNWA incorporated as a not-for-profit, non-stock corporation of the State of Delaware. This action was taken when the Board of Directors recognized that the organization and its officers might be at risk for taxes and civil liabilities while performing official NNWA activities. Below are important data and information relevant to the incorporation. At the end are the Operational By-laws, current as of the date of this writing. Note that the use of the word "Operational" distinguishes the By-laws from those originally submitted for Incorporation. The "Incorporating By-laws" are also known as the "Certificate of Incorporation of the Navy Nuclear Weapons Association" and consist of eight items. The "Incorporating" By-laws have had several amendments made to them.

Full Corporate Name	Navy Nuclear Weapons Association
Unofficial Acronym	NNWA (Note: Not to be used on any legal document or contract)
Date of Incorporation	March 25, 2002
State of Incorporation	Delaware
Incorporation File Number	3501301
FEIN	59-3687537
Type of Corporation	Delaware Not for Profit, Non-Stock Corporation
Resident Statutory Agent	Elzufon, Austin, Reardon, Tarlov & Mondell, P.A. 2500 Wrangle Hill Rd., Bldg. 1, Suite 210 Bear, DE 19701 POC: Kate G. Shumaker, Esquire Tel: (302) 327-1101; www.elzufon.com

Incorporation Advantages

This law firm served as our incorporator and receives all of our legal correspondence, pays our annual franchise tax and forwards correspondence to us for a small fee each year (about \$150)

Liability: Civil liability and tax liability are generally limited to the assets of the corporation. Criminal liability may rest with the corporation and/or the individual.

Reference: Delaware General Commercial Law Section 174

1. Intellectual Property Ownership—e.g., NNWA legally owns copyrights and trademarks for its logos and for the term “Keepers of the Dragon” ©™
2. Electronic Board meetings (such as email) are authorized; however, the following are required under law:
3. Each board member must be able to communicate with every other board member
4. Resolutions must be passed by unanimous vote and recorded.
5. Non-unanimous votes must be deferred to face-to-face meetings for resolution.

Reference: Delaware General Commercial Law Section 141

Incorporation Responsibilities

1. Must have at least one Membership Meeting annually and elect the members of the Board of Directors. Maintain signed written minutes of the meetings in the “Corporate Minute Book.”
2. Must have at least one Board Meeting annually and elect the Officers of the Corporation. Maintain signed minutes of all Board of Director meetings.
3. Advise our registered agent of current Board membership
4. File a Delaware “Annual Franchise Tax Report”; starting in 2007 this report is made by our registered agent (attorney) in Delaware. To correct information on the report, call the registered agent.
5. Pay an annual Franchise filing fee of \$25.00. Pay minimum tax of \$35.00. Pay registered agent’s annual fee (in 2007 - \$150.) These must be paid not later than February 16<sup>th</sup> of each year. There are no extensions. There is a \$100 penalty plus 1.5% per month interest charge for late payment. Send payment to our registered agent (attorney). Starting in 2007, registered agent will pay for NNWA electronically directly to the State of Delaware. The attorney or their agent will usually send a reminder to the Treasurer around February 1<sup>st</sup> of each year. Make check out to Elzufon, Austin, Reardon, Tarlov & Mondell. Put our incorporation file number on the check.

Mail the check to:

Elzufon Austin Reardon Tarlov & Mondell, P.A.  
Attn: Kate G. Shumaker, Esquire  
2500 Wrangle Hill Road  
Bldg. 1, Suite 210  
Bear, DE 19701  
(302) 327-1104 (phone)

(302) 327-1101 (fax)

6. Corporate filings, including changes of address and all other correspondence, should be sent to the registered agent and:  
State of Delaware, Division of Corporations  
PO Box 898  
Dover, DE 19903
7. The Secretary of the Corporation shall obtain and keep an official corporate embossing seal. This is to be used on official correspondence.

IRS Registration

IRS Code 501 (c) (19) – a military veteran’s not for profit corporation. In 2008 NNWA was approved by the IRS for this exemption. In order to maintain this status, NNWA must ensure that it maintains that 97.5% of all members are military veterans.

Tax Status

Federal Tax – under the not-for-profit IRS exemption, the first \$25,000 of annual income are exempted from income taxes. FEIN: 59-3687537

State Tax – The association is required to pay state sales and use taxes in each State where we do business. The NNWA could file for tax exempt status in each of the 50 States; however, this would be a time consuming and expensive process that would cost more than it would save.

## Chapter 2

### Copyrights and Trademarks

#### Purpose

To provide an understanding of the NNWA's Intellectual Property (IP), specifically its copyrights and trademarks, and guidance on its protection and release.

#### Background

In 2000 the NNWA Board decided to place copyright and trademark claims on what they considered to be its IP in order to protect them and to prevent their unauthorized and indiscriminate use. As of the date of this SOP, the following have been so protected:

- The term "Keepers of the Dragon" ©™ has been both copyrighted and claimed as a trademark of NNWA.
- Although the term was first used by Tom Best, he did so in conjunction with his duties on the NNWA Board, hence NNWA's claim.
- The so-called "Official" logo of the association, in its various forms, is copyrighted and trademarked.



- The so-called "Dragon" logo of the association is copyrighted and trademarked.



- The website [www.navynucweps.com](http://www.navynucweps.com) and all of its contents are copyrighted.



- All of the Bulletins/Newsletters of the association are copyrighted.



## Information

A **copyright** is a claim on an original expression of thought, for our purposes a writing. It may not be claimed on words in common, everyday usage such as “Happy Birthday”. However, the song of that name is copyrighted. Since 1989 it is no longer required to register a copyright. All that need be done is to put the copyright indicia or notice, ©, after the claimed writing and to place an attribution statement at the bottom of the same page. NNWA uses the following attribution statement on its copyrighted trademark:

Copyright 2000-2024. The Term “Keepers of the Dragon” and the logo (seal) depicted herein are the exclusive copyrights and trademarks of the Navy Nuclear Weapons Association and may not be used without its prior written permission. All rights reserved worldwide.

It is important to keep the dates current for a continuing copyright claim. It is important to require permission for reprint authority. It is good practice to claim worldwide rights but is not required.

A **trademark** is defined as “a distinctive sign of some kind used to identify its owner’s products or services offered to consumers”. Since NNWA sells items in its ship’s store with the “Keepers of the Dragon” term or the logos on them to its members who meet the “consumer” requirement, it qualifies them for trademark. In order to keep trademark rights, use of the trademark must be continuous. A trademark may be registered (with the US Patent and Trademark Office) or unregistered. The cost to register for NNWA would be prohibitive and with no particular advantages to be gained. Trademarks must be defended, that is we must actively prevent others from using them without authorization. Failure to do that is called trademark abandonment and causes loss of all rights.

## Granting Permission

We may permit another to use our copyrighted IP, actually in doing so we are giving them a license. We are allowed to charge them any sum of money for that license, although we have not done so yet, and each request will present reasons to charge or not. This is known as a licensing fee or royalty.

We should ask many questions and have a full understanding of intended use before granting a license to use our IP. In industry it is an executive function to grant this license. That is, it is a daily business decision as opposed to a policy statement or resolution. Correlating that to the NNWA, it is a decision for the President to make, with the input of the Board.

If a license to use is granted, the grantee should be required to:

- Place the appropriate copyright and/or trademark mark after the IP.
- Place the following footer on the page of licensed use (with attribution to the appropriate IP—here is the example for use of “Keepers of the Dragon”:
  - Copyright 2000-2024. The term “Keepers of the Dragon” and the logo (seal) depicted herein are the exclusive copyrights and trademarks of the Navy Nuclear Weapons Association and may not be used without its prior written permission. All rights reserved worldwide.
  - Provide a copy of the reprint to the NNWA.

## Guidance

The world of IP use, licensing, protection and defense is a complicated legal one. If NNWA discovers that someone is using its IP without permission, it should immediately send a polite but firm letter to them informing of the copyright/trademark claim and requiring them to “cease and desist” in the unauthorized use. If ignored or continuing, a letter from a lawyer should follow. While litigation (suing) is always an option, the cost should be carefully weighed over what will be gained.

If a request for use (license) of IP is received, it should be promptly answered. A reply, acknowledging receipt of the request, should be sent promptly, usually within a week. A delay in response could be considered as abandonment of claim or a failure to defend a claim by the requestor and as a result they may just go ahead and use our IP. The actual permission or denial should follow investigation with the requestor of the below criteria.

While each request for use will be different, and different criteria may be considered in order to decide whether to grant permission, the following are considerations for IP license:

- Context - Intended use; e.g., will it be used in a military publication or in an anti-nuclear pamphlet?
- Cost - will the user be charging others for the publication in which our IP will appear?
- Number/Frequency - how many copies will be reprinted and how often?
- Distribution – to whom will the IP be presented?

## Chapter 3

### Annual Board of Directors and Business Meetings

#### Board of Directors Meeting

It is customary for the attending Board of Directors (BOD) members to meet at least once during each reunion, generally immediately after the Annual Business Meeting. There may be a BOD Meeting a few days prior to the Annual Business Meeting to identify and discuss personal responsibilities and conduct at the Annual Business Meeting, etc.

Board meetings are generally informal, and the President solicits for topics in the months prior to each reunion. The time and place of the BOD meetings are announced by the President and provided to the Directors well before such meetings, generally in the first day or two of the reunion. The Directors meeting normally takes one to two hours. It is not open to the public or general membership.

The following is a typical agenda for a BOD Meeting:

#### 20XX Board of Directors Meeting

**The following items are to be discussed at the Board of Directors meeting to be held at a time and place to be determined.**

- Bringing the By-Laws in line with what we are doing as it pertains to delinquencies of dues.
- Items submitted by the Secretary concerning the Membership Roster.
- Need to designate a “master copy” of the Membership Roster. It is suggested this be the Treasurer’s copy. He should send each board member a copy via email so that we are all on the same page.
- We should change the “dues paid” column on the roster to ‘inactive’ after they have not paid their dues in 2 years. Then we would not send snail mail or email to the previous member until they renew their membership.
- We should enter “returned mail, no address found” when we get returned mail and make a good faith effort to forward. (RMNFA would fit in the cell of the roster spreadsheet).
- The development of the SOP/BOD Resolution Document.
- Procurement of additional NNWA Logo items.

#### Annual Business Meeting

The Business meeting is usually conducted on the ***last day of the reunion*** in a room provided by the hosting establishment. The room should be rigged with a head table, sound system, National Ensign, Navy Flags, and sufficient seating to accommodate all attending members with additional seating for guests. ***The wives of the attending members are encouraged to be a part of this meeting.***

Following is a typical NNWA Business Meeting Agenda:

**Navy Nuclear Weapons Association  
XXnd Reunion**

Business Meeting Agenda  
September XX, 2XXX

At the appointed time the President will take his station at the rostrum.

**President:** Tap the gavel once saying: “The Navy Nuclear Weapons Association meeting will now Come to order”.

**President** Tap the gavel 3 times saying “All rise for the Opening Prayer” by the Chaplain and remain Standing for the “Pledge of Allegiance”.

**President** Prepare for the Two-Bell ceremony.

**Chaplain:** Conduct the Two-Bell Ceremony.

**President:** *Request that new members rise and introduce themselves and their guests.*

**Secretary:** Reads the prior minutes.

**President** You have heard the minutes. Are there any additions, deletions, or corrections? If not, I will entertain a motion to accept the minutes as read (or as corrected, if that happens). Call for a second and vote.

**President:** Mr. Secretary, Are there any communications to be read?

**Secretary:** Reads communication (if any).

**President:** The Treasurer will now give the Treasurer’s report and present the current balance.

**Treasurer:** Gives Treasurer’s report.

**President:** Mr. Treasurer, Are there any bills to be paid?

**Treasurer:** Response.

**President:** Is there any discussion on the outstanding bills? Do we have a motion to pay all outstanding bills? Call for a second and vote.

**President:** At this time, I will report on this last year’s accomplishments:

- Address specific BOD goals that were completed this last year.
- Address the status of membership.
- Etc. etc.

**President:** Now I would like for each Board of directors to provide their report.  
(If a Director does not have anything to report I will not call on them.)

- Vice-President
- Secretary
- Treasurer
- MAA
- Storekeeper
- Historian
- Webmaster
- Chaplain
- Director

**President:** We are now on to unfinished business.  
Thank the reunion host and hostess. *Lead in a round of applause.*  
Call for any unfinished business.

**President:** We are now on to New Business.  
Present any items which require a vote of the regular members i.e. By-Law changes.  
This being an even/odd year the following position on the Board of Directors are up for Election.  
List the following positions up for election.

**Nomination and election Chairman:** Conduct Elections.

**President:** Announce any information regarding the next year's reunion location.

**President:** We will proceed to adjourn this NNWA meeting.  
Do I hear a motion to adjourn?  
The motion has been seconded.

**President:** Tap the gavel 3 times; all rise for the closing prayer.

**Chaplain:** Closing prayer.

**President:** This meeting of the Navy Nuclear Weapons Association stands adjourned.

## Chapter 4

### Two Bell Ceremony

The Two Bell Ceremony is conducted during the business meeting and at any other time the President may direct. It is an occasion of solemnity and reverence during which the active membership recognizes and honors those shipmates who have received their final orders and passed into the Realm of the Supreme Commander.

The two bells rung throughout the ceremony signify the passing of the departed members from this world to be the next, much the same as the bells that are rung when a retiree clears the side of his last ship or passes out of the doors of his last command.

The ceremony is generally conducted by the Chaplain, the Master-at-Arms, and an assistant. In the absence of the proscribed officers, the President will appoint alternates. The ceremony is made more meaningful if the reader possesses a strong confident voice. A ship's bell should be used for tolling. Members of the Two Bell Ceremony should have a small flashlight to read their parts.

Conducted by the Chaplain (CH), Master at Arms (MAA), and an assistant (AT)

**AT** At the appropriate time, strike the bell twice sharply to signify that the Two Bell Ceremony is about to begin.

**Pres** "Prepare for the Two Bell Ceremony, Master –at-Arms, prepare to darken ship".

**MAA** Moves to the light switch in preparation to darken ship.

**CH** Moves to the memorial and lights the candles.  
Should position himself to the left of the memorial facing the audience.

**Pres** Master-at-Arms darken ship.

**Pres** Gives three taps of the gavel. "Please stand and bow your heads."

#### Note

***The chaplain should slowly count to five before continuing after each bell toll.***

**AT** Strike the bell for the first toll. Allow the sound too slowly fade as the ceremony is recited.

**CH** "The toll of the ship's bell".

**AT** Strikes the bell twice.

**CH** "Reminds us of the reverence we owe to our departed shipmates."

**AT** Strikes the bell twice.

**CH** "And to honor our shipmates who guard the honor of our country".  
**AT** Strikes the bell twice.

**CH** Upon the sea, under the sea.  
**AT** Strikes the bell twice.

**CH** "Let it be a reminder of the faith they confide in us".  
**AT** Strikes the bell twice.

**CH** "Let us who gather here not forget our obligations".  
**AT** Strikes the bell twice.

**CH** And in silence breathe a prayer for our absent shipmates.  
**AT** Strikes the bell twice.

**CH** Each in his own words, and each in his own way," bow our heads and let us pray".  
**AT** Strikes the bell twice.

**CH** Offering a silent prayer for our departed shipmates.  
**AT** Strikes the bell twice.

**CH** Who are now serving on the staff of the Supreme Commander".  
**AT** Strikes the bell twice.

#### **Note**

**If any shipmate has passed away since the last reunion, the Chaplain continues prior to the ceremony the Bell Toller and the Chaplain will be given the names of the departed shipmates.**

**CH** "This moment of reverence we dedicate to the memory of Shipmate(s) \_\_\_\_\_  
(Give the full name. The Chaplain will pause for 5 seconds before reading the name of the next  
Departed shipmate.)

**AT** As each name is read strike the bell. Let the bell tone fade away-----After all the names have  
been read, pause and slowly strike the bell sharply twice to signify the end of the ceremony.

**CH** Extinguish candle.

**CH** "This concludes rendering honors to our fallen shipmates. Master-at-Arms, raise the lights."

**Pres** One tap of the gavel, "Ladies and Gentlemen, please be seated."

# Chapter 5

## Nomination and Elections

### Purpose

To provide procedures to nominate and elect members to the NNWA Board of Directors (BOD). In general, the NNWA will nominate eligible members to stand for election utilizing the nominating committee and/or the floor nominating processes as described below and using Roberts Rules of Order Newly Revised as a guide if required.

### Appointment

At the BOD Post Election Meeting, the President shall appoint a Chairman for the Nominations and Elections Committee (NEC) for the coming year. In the course of his duties the Chairman may appoint additional members to the NEC as desired.

### NEC Duties

The Chairman shall remain aware of all vacancies that will occur on the BOD for the following term. If known in time, the Chairman should prepare a notice of those vacancies for the Summer edition of the NNWA Bulletin. In such notice, Regular members will be advised of the vacancies and if applicable the associated duties of the position; and solicit the membership for their interest in filling the vacancies.

On an ongoing basis the BOD and NEC Chairman should inquire Regular members of any interest in serving on the BOD.

The NEC shall confirm with those interested that they are aware of the time and other requirements required to be a member of the BOD.

### Nominations and Elections Procedures

At the Association Annual Business Meeting {ABM} the first order of new business shall be the Nomination and Elections of members of the BOD. The President shall pass the gavel to the NEC Chairman. The NEC Chairperson should conduct the required business as follows:

- A regular member may be appointed as Marshall of Elections to assist in the process and help maintain order. The position should not be a BOD member or a board nominee.
- Regular members shall be appointed as impartial vote counters if necessary.

### Nominations Process

The following is a suggested nominations process (bolded verbiage is announced):

1. The President passes the gavel to the NEC Chairman.
2. (2 gavel raps).
3. **Attention to nominations and elections.**
4. **Vacancies on the board are filled by this nominations and elections process. No specific positions are filled at this time. Elections are held to elect individuals to serve on the board. The**



actual open board positions will be filled by appointment at the BOD Post Elections Meeting by consensus of the board members after reviewing a board member's skills, experience, and interest.

Board positions are for a period of two years.

5. **The following are the current vacancies on the Board of Directors:**

**President, Director, et cetera** *(edit this as necessary)*

6. (1 gavel rap) **The following members have volunteered to serve on the BOD – (read names).**  
*If a nominee is not present to accept, a prior written statement indicating to the BOD of their willingness to accept a nomination to the BOD is acceptable.*
7. (1 gavel rap) **Are there any nominations from the floor?**

**NOTE**

*A nominee may self-nominate or either accept or decline the nomination of another member.*

*Nominations are not required to be seconded.*

8. **The following members have been nominated for a position on the BOD.**

*Read names, ask each nominee if they accept or decline the nomination. Record responses.*

9. **Nominations are now closed.** (2 gavel raps).

### **Elections Process**

If necessary, conduct elections for each vacancy separately.

1. (2 gavel raps).
2. **Attention to Elections.**
3. **I will entertain a motion from the floor to dispense with written ballots and to vote by voice or show of hands.**

*The motion must be seconded and passed.*

*If the motion fails then voting must be conducted by paper ballot and the Marshall will provide each Regular Member with a ballot.*

*If there are more nominees than open positions then the votes will have to be counted to determine a winner; or the President can decide to expand the number of board members.*

4. **The following members have been nominated for election to the NNWA Board of Directors.**  
*(Read names).*

5. **I will entertain a motion for the Secretary to cast a single vote to accept the entire slate of nominees.**

*The motion must be seconded and passed.*

*Assuming that the motion for the Secretary to cast a vote for the entire slate passes then proceed with Step 6.*

*If the motion to cast a vote for the entire slate fails then each nominee must be voted on separately.*

6. **Mr. Secretary?**

7. *The Secretary responds with “I cast a ballot for the entire slate of nominees”.*
8. **Elections are completed.** (2 gavel raps).
9. *The NEC Chairman then returns the gavel to the President.*

If voting will be conducted by paper ballot, then use the following general process:

- If there is more than one nominee for each vacancy, the Marshall shall distribute blank ballots to the Regular members for voting.
- Each Regular member present shall write in the name of the nominee of their choice for each vacancy.
- The Marshall shall collect the ballots and the counters shall count them with the Marshall supervising. The ballots will be collected and counted in sight of the members.
- A simple majority of votes shall prevail and determine the winning nominee. Ties will be settled by run offs until three ties are had. Then a simple method shall be used to settle the tie (such as; Drawing a high card from a deck of playing cards, rolling dice, etc).
- Perform 1 gavel rap after each vacancy election.
- The MAA will collect the paper ballots and turn them over to the Secretary who will destroy them.

If the Secretary requires it, after the conclusion of elections, the NEC Chairman shall prepare a report of the nominations and elections results. The report shall be provided to the Secretary for inclusion in the ABM minutes.

## Chapter 6

### Board of Directors Orientation

Often, a highlight of one's professional career or life experiences is recognition as an officer or member of the Board of Directors of their Association. However, while certainly an accolade for the individual such distinction carries with it significant duties and obligations.

The following summary of your obligations is intended to prepare you and refresh your memory as to what is expected of you as a board member.

#### THE BUSINESS JUDGMENT RULE

The starting point for any discussion of the potential liability of officers and directors is the so-called "business judgment rule". Pursuant to this rule, courts will not second-guess legitimate business judgment of officers and directors even if those judgments turn out to be wrong or costly to the organization, as long as they were made in good faith, with the intent of benefiting the organization, and after due consideration.

The business judgment rule is an important protection for officer and directors and allows them to make mistake; so long as the mistakes are, nevertheless, based on best efforts.

#### NINE RULES

1. Attendance. Directors who do not attend meetings are nevertheless bound by action taken at those meetings and will be held responsible if any such actions are deemed negligent. In addition, the act of failing to attend meetings may itself be deemed to be negligent behavior. That is, a court may find that had a director attended meetings on a regular basis, he or she might have discovered or prevented wrongful conduct. Ignorance is not an acceptable excuse.
2. Delegation-Abdication. Certainly, boards have to delegate their authority to others; this is commonplace. Delegation is typically to committees (e.g., finance committee) and of course the staff of the organization. But while such delegation is a legitimate business practice, abdication of the Board's responsibilities is not. Boards must monitor the activities of committees and of the association employees. Typically, this is done by report at meetings.
3. Participate. The minimum level of participation required of directors is that they read all relevant materials (e.g., committee reports) and ask questions about any matter they do not understand or that troubles them.
4. Fiduciary Duty. Encompasses the duty of good faith and fair dealing. Derived from the Roman law, it means, as a noun, a person holding the character of a trustee requiring trust and confidence. A person assumes this duty, created by their own undertaking, and is required to act primarily for the benefit of the organization in matters connected with it. As a result of voluntarily assuming a role on the corporation's Board of Directors, an individual legally has agreed to be held to a higher standard of duty and care, the duty of being a fiduciary. As a fiduciary, without any written or even oral acquiescence, the Board Member is obligated to put the interests of the corporation before his own (e.g., his own personal interests, his own business interests.) act responsibly and in the best interests of corporation and, if ever an issue or conflict were to arise, to disclose such and not participate in any related Board action.

5. Conflict of Interest. Conflicts of interest should be easy to avoid, but for some reason they continue to arise. While each state law is different, the general rule is that any director with a potential conflict of interest should disclose that interest to the board and recuse him or herself from, consideration of, and voting on, the conflict-affected matter. In the non-profit area, this arises most often when directors or officers also serve as consultants to the organization. This is not wrongful necessarily, but there should be a written conflict of interest policy regarding such arrangements, as well as generally.
6. Finances. Mismanagement of finances is the most common source of lawsuits. As a corollary to number 3, therefore, it is vitally important that directors review all financial statements and ask questions. If financial information is presented in a manner that cannot be understood, the directors should educate themselves on how to read financial statements or require a different format. Presently, one of the most important questions is how finances are being invested and how diverse and safe are those investments. Periodic consultations with a professional investment advisor may be prudent as independent auditors are a necessity.
7. Professional Review. Protecting the association by ensuring proper investments has already been discussed. This element requires the use of financial professionals (i.e., auditors). Another area in which directors must be diligent is possible exposure to lawsuits. Adequate insurance is a must, of course, but the Board should also have an attorney review the association activities to ensure that the association is not exposed to undue risks of liability. This will assist in protecting the directors by helping to prevent them from being named in lawsuits and also will help avoid allegations of negligence or mismanagement in protecting assets.
8. Paper Trail Documentation. It is essential for a Board to have a historical path to chart future decisions as well as to provide it with the ammunition necessary to defend itself if challenged. This includes, but is not limited to, board meeting minutes, committee meeting minutes, contracts, and financial information. In addition, the Board should adopt an appropriate document retention policy.
9. Board and Employee Responsibilities. As implied throughout this document, the Board is the decision-making body for the entity (in fact: it is legally obligated to be so and it carries all the possible legal liability for it). While the discussion regarding exact duties between the Board and staff could take significant time, delineating what is appropriate for a Board and what would otherwise be considered a staff function, suffice it to say that a board is traditionally strategic and staff is tactical within the parameters of a defined strategy.

Finally, a word about Board action; the foregoing nine rules assume appropriate Board action has occurred. By way of example, appropriate Board action occurs where: there is a meeting duly called in accordance with the bylaws of the organization, with notice and adequate time being provided to all that are entitled to such; there is a meeting that is conducted by unanimous consent (if all parties entitled to vote agree, then adequate time and notice is not necessary), or if entitled parties voluntarily waive their right to notice of a meeting. Generally speaking, Board action requires a majority vote of those parties, present and entitled to vote. An official Board meeting cannot take place unless a quorum, generally defined as a majority, of the board are present.

Although Boards can ratify action subsequent to its occurring, unilateral decisions by Board members are discouraged except the most extreme case and upon consultation with others within the leadership and, if necessary, legal counsel.

In summary, the Board is truly a representative body and should act as such. A board properly convened, and following the nine rules set forth above, will accomplish the goals of the organization as well as avoid risks or legal challenge.

## Fulfilling the Organizational Mission

The first step is to develop a realistic Vision/Mission for the business. This should be presented as a pen picture of the business in three or more years' time in terms of its likely physical appearance, size, activities etc. Answer the question; if someone from Mars visited the business, what would they see (or sense)?

Often, this vision, or mission, is derived through the process of strategic planning. The scheduling for the strategic planning process depends on the nature and need of the organization and its immediate external environment. For example, planning should be carried out frequently in an organization whose products are services and are in an industry that is changing rapidly. In this situation, planning might be carried out once or even twice a year and done in a very comprehensive and detailed fashion (that is, with attention to mission, vision, values, environmental scan, issues, goals, strategies, objectives, responsibilities, time lines, budgets, etc.). On the other hand, if the organization has been around for many years and is in a fairly stable marketplace, then planning might be carried out once a year and only certain parts of the planning process, for example, action planning, (objectives, responsibilities, time lines, budgets, etc.) are updated each year.

A strategic plan, in simplest terms, sets the long-term goals of the organization and identifies a basic road map of how to achieve these. More specifically, strategic planning serves a variety of purposes in organization, including to:

- Clearly define the purpose of the organization and to establish realistic goals and objectives consistent with that mission in a defined time frame within the organization's capacity for implementation.
- Communicate those goals and objectives to the organization's constituents.
- Develop a sense of ownership of the plan.
- Ensure the most effective use is made of the organization's resources by focusing the resources on the key priorities.
- Provide a base from which progress can be measured and establish a mechanism for informed change when needed.
- Bring together everyone's best and most reasoned efforts that have important value in building a consensus about where an organization is going.

Many Board members feel they spend most of their time "fighting fires"; realizing and reacting to problems. It can be very difficult to stand back and take a hard look at what they wish their organization to accomplish and how to accomplish it. One of the best ways to develop this skill is through ongoing experience in strategic planning. The following guidelines should help you to get the most out of your strategic planning experience.

- The real benefit of the strategic planning process is the process, not the plan document.
- There is no "perfect" plan. There's doing you're your best at strategic thinking and implementation, learning from what you're doing to enhance what you're doing the next time around.
- The strategic planning process is usually not an "aha!" experience. It's like the management process itself- it's a series of small moves that together keep the organization doing things right as it heads in the right direction.
- In planning, things usually aren't as bad as feared nor as good as would you like.
- Start simple, but start!

This guide (Section 6) was written by David P. Goch, Esq. who is a Washington, DC area attorney specializing in non-profit board matters. The guide is reprinted here with his express, written permission for use by the Navy Nuclear Weapons Association and may not be further reproduced. Mr. Goch may be contacted at [dgoch@wc-b.com](mailto:dgoch@wc-b.com).

## Chapter 7

### Order of the Gray Dragon

The order of the Gray Dragon was established by the Board of Directors at the 2008, Bremerton, WA reunion. The Gray Dragon will be the member in good standing who entered the Special Weapons/Nuclear Weapons Program on the earliest date. He will retain the title until he joins the staff of the Supreme Commander or another member, in good standing, is identified who entered the program at an earlier date.

#### Recognition

The Gray Dragon shall be recognized as follows:

- He will be recognized as the Gray Dragon at the NNWA Business meeting regardless if he is in attendance or not.
- If the designated Gray Dragon is infirm or otherwise confined to his residence, the President, or his designee, representing the NNWA, and any other NNWA members who wish to attend, will present the honor to the selected individual in person.
- The Gray Dragon will be presented with the following:
  - A framed certificate designating him as the NNWA's Gray Dragon.
  - An NNWA challenge coin
  - An NNWA baseball cap
  - An original logo and dragon logo 5-inch embroidered jacket patches
  - An NNWA 5-inch window decal
- A refund of any membership dues that were paid over and above the current year.
- The small dragon "buck" which was or would have been located at his plate at dinner, had he been present.
- If he is present at the reunion at the time of the designation the Association will pay for his and a guest dinner at the Dinner Dance as guests of the Association.
- For the duration of his reign as the Gray Dragon, when attending the Dinner Dance, he will be seated at the president's table and at his place setting there will be a small Gray Dragon. The center piece on the table will be the Association's small Dragon (if practical).
- When in attendance at the reunion he will have a special name tag identifying him as the Gray Dragon for all to see.
- A picture of the Gray Dragon will be displayed along with his history or biography.
- From the time of his designation until relieved to the Staff of the Supreme Commander, the Gray Dragon will be exempt from the Navy Nuclear Weapons Association annual dues. The exemption from dues applies for life, regardless of his succession by a more senior Nuclear Weaponsmen during his tenure.

## **Establishing Membership Seniority**

Membership seniority will be used to determine who is the Gray Dragon. Membership seniority will be established as follows:

1. A member's entry date into the PRP will be used as the primary date to determine the member on the Gray Dragon seniority list.
2. If a member cannot remember or provide documentation of PRP entry date then the second determiner will be the month/year they began either OJT, A School, or other formal nuclear weapons training.
3. If by chance, there is more than one qualified member with the same entry/assignment date then the oldest member in age will be designated the Gray Dragon.

There may be instances where the date of program entry is not clear and in those cases the President will provide the final decision as to the seniority date to be used.

## **Documentation**

The membership application will capture the individuals Special Weapons/Nuclear Weapons initial assignment date.

The member's initial Special Weapon/Nuclear Weapons assignment will be recorded on the official membership roster.

All members are encouraged to submit the date they reported to their first/initial Special Weapons/Nuclear Weapons billet to the NNWA Treasurer.



## Chapter 8

### Board of Directors Duties

The NNWA Operational Bylaws notes, in general, the duties of the Board of Directors (BOD) and is approved by the membership. Presented below are the expanded duties of each member of the Board. These were written by the seated members of the Board. These may be modified, provided the modifications do not change the duties specified in the NNWA Operational Bylaws, with the approval of the BOD.

#### President

Shall preside at all meetings of the Corporation and shall act as the President of the Board. The President shall be an ex-officio member of any groups or committees that are formed by the Board. The President shall perform all the duties usually associated with the office or as assigned by the Board: shall be directly responsible to the board; shall report to the Board all important matters pertaining to the welfare of the Corporation. The President shall assume the duties of the Treasurer, in the event the Treasurer is unable to perform his/her duties, until such time that the Treasurer can assume his/her duties or until the Treasurer's position is filled by the Board of Directors.

Annually the President shall:

- Appoint two Board members to audit the NNWA Treasury utilizing the procedures in Appendix A.
- Appoint two Board members to audit the Association's property and records held by the Storekeeper utilizing the procedures in Appendix B.
- Ensure that Appendix H, the Reunion Hospitality Room Stocking Guide, is revised and updated.

#### Vice-President

Shall perform such tasks as assigned by the President or the Board. In case of the President's inability to serve, resignation, removal from office or death, the Vice-President shall fill the remaining term. The office of Vice-President so vacated by ascension to president shall be filled from among the remaining Board members and by the majority vote of all members.

The Vice-President will maintain the NNWA Bylaws and SOP/PDL, keeping them current and accurate. The version held by the Vice-President will be the "official" version should there be any question concerning their content.

The Vice-President shall act as the focal point for accumulation of proposals for Bylaws changes and updates to the SOP/PDL. Any association member may suggest changes to the Bylaws or SOP/PDL. Bylaws changes must be vetted by the BOD and approved by the association membership. SOP/PDL changes must be approved by the BOD.

Ensure that the association membership is informed of any proposed Bylaws changes at least 90 days in advance of those changes being voted on. The NNWA Bulletin is the primary method of notification.

The Vice-President should conduct the Bylaws change voting process, typically during the Annual Business Meeting under New Business.

## Secretary

- Maintain the NNWA Official Seal and register of its use.
- Maintain the original copy of the NNWA Certificate of Incorporation filed on 2 MAR 02, NNWA Bylaws and any subsequent amendments.
- Maintain a copy of the Annual Business Meeting and BOD Meeting minutes and all appropriate correspondence.
- Maintain a copy of the Federal Employee Identification Number (EIN) documents.
- Maintain reference and historical documents pertaining to the function and organization of the NNWA as directed by the BOD.
- Maintain and record appropriate actions, discussions, and decisions on the matters brought before the Board in the Secretary “For the Record” files. This applies to both email and telephone conversations. Decisions made over the telephone should be summarized by the Secretary and emailed to the BOD with a copy retained in the “For the Record” files.
- Maintain Membership Roster of active NNWA Members, in conjunction with NNWA Webmaster and NNWA Treasurer. The membership roster is a computer-generated Microsoft Excel file. It contains member identification, contact information, and dues paid status. For regular members without email access submit a reminder letter and copy of the membership renewal form to the individual to remind them that their membership dues have expired.
- Keep the Board informed of unusual or questionable circumstances relative to the Roster or NNWA membership.
- Prepare and mail New Membership packets consisting of:
  - Welcome Letter
  - Personal Profile Form
  - Keepers of the Dragon Certificate
  - NNWA Membership card
  - NNWA Bulletin if member does not have internet access
  - Membership Roster (website version) if member does not have internet access
  - NNWA Bylaws if the new member does not have internet access
- Forward / email any new member Personal Profile Forms received to the Historian so they can be loaded onto the NNWA laptop.
- Forward any Alternate/Emergency POC information received to the Treasurer for inclusion on the Member Roster.
- Organize, prepare, and mail NNWA Bulletins to those without internet access, and others as approved by the board. This includes Regular members and Life members. In coordination with the webmaster ensure that bulletins are mailed/e-mailed in January and June of each year.
- The Bulletin should contain announcements regarding the Annual Business Meeting and any BOD meetings conducted since the previous Bulletin was issued, reports from the individual Board Officers, and such other information as the Board of Directors shall direct.
- Keep minutes of the BOD Pre-Election, BOD Post-Election, and Annual Business Meeting. Appendix D, E, and F are suggested templates.
- Provide the webmaster with signed copies of the minutes of the Annual Business Meeting and any BOD Meetings so they may be posted in the “Members Only” area of the association’s website.

- Assist the Reunion Host as required with various information, forms, and documentation for the reunion. This may include but is not limited to:
  - Preparation of reunion information in the June Bulletin.
  - Communications to members who do not have internet access.
  - Such other duties as directed by the Board.
- Maintain a file copy of the Historians new members Welcome Aboard” message and personnel profile form.
- Maintain copies of the annual Storekeeper and Treasurer audits.
- Receive an annual stipend from the association for use in paying for Secretarial related expenses. Maintain expense receipts and present to the Treasurer at the Pre-Election BOD meeting.

### **Treasurer**

- Collect and deposit dues, New Members fees, etc. as appropriate.
- Post roster when dues are received.
- Post computer Quicken records as appropriate when monies are deposited in the bank, or checks are written.
- Provide financial or balanced statement quarterly to the NNWA President.
- Provide a copy of all financial records for annual audit at reunion.
- Prepare Treasurers’ reports for annual business meeting.
- Pay bills as approved by the NNWA board, including the following:
  - Annual Reunion Insurance
  - Annual Website Fee
  - Annual Incorporation fee
  - Annual Attorney Incorporation Fee
- Maintain the NNWA Membership roster. The master membership roster is a computer-generated Microsoft Excel File. It contains not only the master files of the roster; it contains documentation of all dues paid. When printing the roster be sure to select pages 1 thru 15 or else it will print out all of the pages which show the posting of dues payment.
- Post all changes pertaining to name, address, phone numbers, dues, program entry date, and email address.
- Transfer to inactive Members list members who have not paid the dues or have not replied to correspondence in three years. (Past Members)
- Notify board members of additions, changes, and any names transferred to the inactive list.
- Call or email members whose applications are received to ask pertinent questions in order to determine their membership eligibility, obtain their duty station assignments, rate/rank on retirement, years served, etc.
- Contact the NNWA President to resolve any membership eligibility questions.
- Provide the board with an updated copy of the roster at the beginning of each year.
- Provide the reunion host with advance funds requested for deposit(s) for:
  - Tours

- Hotel/Dinner Dance
  - Stocking of Hospitality Room
  - Bands or DJ's
  - A list of reunion attendees with tours and other functions
  - Other advance funds as required
- Provide the following stipends for the following board members to cover expense associated with the performance of their duties:
    - Secretary:                 \$1000.00
    - Historian:                 \$300.00
    - Storekeeper:             \$500.00

Each member will maintain expense receipts and present them to the Treasurer for validation. The Historian or board member who is responsible for the transportation of any reunion memorabilia will submit receipts to the Treasurer for reimbursement. All approved expenses will be reimbursed during the reunion.

**NOTE**

The Historian stipend is intended for shipping/mailing of NNWA memorabilia by the Historian or other responsible BOD member. It does not reflect the funds necessary to cover transportation mileage if the NNWA memorabilia is transported by a BOD member in a POV. In that case, reunion mileage will be an amount agreeable to the BOD and will utilize the Federal Guidelines regarding Government Charitable mileage rates for a round trip.

**NOTE**

If desired by the host the Treasurer will pay the deposits for tours and other charges as requested.

**Historian**

- Accumulate unclassified historical information and memorabilia relating to the Navy Nuclear Weapons Program.
- Store, maintain, transport and display the NNWA memorabilia.
- Develop and maintain a computer inventory of NNWA memorabilia and attribution of donator when known.
- Collect, catalogue, and display stories, anecdotes, histories, verbal histories, etc.
- Maintain the NNWA laptop, ensuring that the most current membership Access database and any new member Personal Profile Forms are loaded onto it. Bring the laptop to the annual reunion and put it in the Hospitality Room for members use. Place a copy of Appendix C – NNWA Laptop Use Instructions with it for members use.
- Forward any Alternate/Emergency POC information received to the Treasurer for inclusion on the Member Roster.
- Maintain a computer data base of persons who have been assigned to the Navy Nuclear Weapons Program.
- Maintain an alphabetical listing of personnel profile forms to facilitate historical research and to assist in identifying a new Gray Dragon, when necessary.

- Maintain financial records relevant to doing the above. Account for expenditures annually to the President and Treasurer for funds allocated to the Historian for the purpose of maintaining the NNWA memorabilia/Historian duties.

### **Master-at-Arms**

Shall maintain order at all meetings and perform other tasks as assigned by the President or the Board of Directors.

### **Chaplain**

- The NNWA Chaplaincy exists to serve the spiritual needs of our membership. The Chaplaincy, here-in-alter referred to as “he”, (he or she equally apply, as applicable) is responsible for pronouncing the invocation and the benediction at meetings. He shall always be prepared when called upon, unexpectedly, to offer a grace or prayer.
- The NNWA is comprehensive in nature, embracing all religions and faith groups within its membership. The Chaplaincy, being non-sectarian must minister to the spiritual needs of all, without regard to either church or synagogue affiliation or non-affiliation. The Chaplain will need to provide ministry wherever there is a need.
- He shall, with the assistance of such other members as may be appointed by the President, visit or keep in touch by card, letter, email, or telephone, as applicable with the sick, disabled, and bereaved members of the NNWA membership and make a report to the President concerning same.
- He shall perform such other duties as are usually incident to the office or as from time to time be required of him by the laws and usages of this organization, lending dignity and respect to the occasion.
- Develop a list of deceased shipmates and display appropriately in the memorial section of the Memorabilia Collection at each reunion.
- He will provide spiritual and emotional guidance to members, or their families as needed or requested and with respect, always maintaining confidentiality.
- The Chaplain should stay in close contact with the President and other officers and will participate in all business meetings, reunions, installations of officers, etc. (as practical).
- He shall conduct the “Two Bell ceremony” as a memorial to fellow “Keepers of the Dragon” who have passed away within the previous year.

### **Webmaster**

- The Webmaster shall be responsible for the maintenance, updating and continuation of the Navy Nuclear Weapons Association website.
- Coordinate with the President and other members of the Board of Directors to ensure that the Roster of Members is kept current on the website and that information other than a member’s name is only published with the members express permission. The Treasurer shall forward the name and any additional information to be published on the website.
- Maintain a current listing of member’s e-mail addresses in an email program.
- Maintain the website as a source of information for our membership and as a vehicle to attract new members.

- Provide password protection for information so designated by the Board of Directors. Provide this password protection information to the membership to permit access.
- To ensure continuity of website operation in case the Webmaster cannot perform his duties, the Webmaster will provide information required for website access and maintenance to the BOD Member so designated by the President, typically the NNWA Secretary.
- The Webmaster shall endeavor to train a replacement / assistant Webmaster.
- Monthly on or about the first day of the month, the Webmaster shall:
  - a. Send an email to all members with a valid email address the list of updates to the web site in the prior month
  - b. Send an email to those members with valid email addresses that are delinquent on their dues by at least one month and annotate the on-line roster that those members are delinquent

Members delinquent by one year and one month will have their address information deleted from the online roster. Applicable members shall be notified of that action by email.

Members delinquent by two years and one month will have their listing deleted from the online roster. Applicable members shall be notified of that action by email.

### **Storekeeper**

- The Storekeeper will perform tasks as assigned by the President with the concurrence of the BOD.
- Receive an annual stipend from the association for use in paying for Storekeeper shipping costs expenses, etc. Maintain receipts and present to the Treasurer at the Pre-Election BOD meeting for reimbursement.
- Maintain an accurate inventory of all items listed for sale on the NNWA website.
- Ensure that all orders are to members in good standing. Prepare and ship items requested. Forward a copy of the order form, check/money order, and postage receipts to the Treasurer. A copy of each order should be included in the package mailed to the purchaser.
- To support Ships Store sales at a reunion, it is not necessary to bring the entire Ships Store inventory to the reunion. Only enough property needs to be taken to support projected sales. If property is mailed/shipped to and from the reunion site, then submit receipts for mailing/shipping costs to the Treasurer for reimbursement.
- The Storekeeper shall cooperate with the two BOD members designated by the President to conduct an annual audit/inventory. He shall at the annual reunion have available the following records:
  1. a copy of the most recent audit
  2. records documenting all sales since the most recent audit
  3. records of any new/replacement stock purchases
  4. any other inventory statements to demonstrate “on-hand” inventory.
- Upon assignment of a new Storekeeper, an audit/inventory shall be conducted. It may be conducted as follows:
  1. Outgoing Storekeeper conducts inventory and provides results to the incoming Storekeeper and an impartial BOD member selected by the President.
  2. Outgoing Storekeeper ships inventory to the incoming Storekeeper.

3. Upon receipt of the material, the incoming Storekeeper conducts an inventory and provides results to the outgoing Storekeeper and the designated BOD member.
  4. Impartial BOD member shall audit the two inventories to ensure agreement, working with the Storekeepers to resolve any discrepancies. Report results to the President.
  5. The final results should be reported during the next BOD meeting and documented in the meeting minutes.
- Submit all non-shipping related invoices to the Treasurer for payment throughout the year as they occur.

# Chapter 9

## Board of Directors Resolutions

### Board of Director's Resolution's

Board of Directors (BOD) resolutions are typically a result of BOD decisions made via emails throughout the board term. They are not to be confused with BOD goals and accomplishments - which are usually a result of a motion or BOD member assignment during an association or BOD meeting. Goals and accomplishments are documented in Chapter 10.

Prior to establishing the SOP/PDL, board proposals and the actions taken on them were informally recorded by the President and Secretary. As a result, there is no record of many BOD decisions. The purpose of this chapter is to formally record and make public the proposals approved by the BOD.

The Secretary will maintain documentation of any resolutions made during a BOD term, filing such documentation in the "For the Record" folder of the Secretary electronic files.

### Resolution Numbering System

Resolutions shall be numbered consecutively using the calendar year as a basis. For example; 2005-1, 2005-2, 2006-1, 2006-2, etc.

### Resolution Management

Throughout the routine conduct of NNWA business informal proposals are made by various Board members and the general membership to take some action, obligate funds, or otherwise perform an activity on behalf of the NNWA. The BOD, typically via communication by e-mail, discuss the proposal and arrive at a consensus as to wording and bounds of the proposal. The originating or sponsoring board member then makes a formal proposal. The President presents the proposal to the board for a vote. Failure to achieve a unanimous vote will cause the proposal to fail.

Proposals presented at a "in person" board meeting can be approved by a majority vote. Proposals may be set aside for further discussion, research or action. Once a proposal has been approved it shall be assigned a resolution number IAW with the Resolution Numbering System above.

### Recording Approved Resolutions

Proposals approved by the BOD will be recorded as follows:

Assigned a Resolution Number and a brief description of the action taken to include a termination date if appropriate.

### Procedures for Changing and/or Deleting Approved Resolutions

Changes to or reversals of resolutions shall go through the same process as the resolution.



## **Record of Resolutions**

The resolutions immediately below have been approved in the past and are still in effect, but the record number and date of approval record have been lost.

- Authorized the Board to incorporate the association.
- Approved payment of the annual incorporation and Attorney fees.
- Authorized an operating budget for the Secretary and Historian.
- Authorized the annual payment for the website.
- Authorized the Treasurer to provide the reunion host funds for the reunion setup.
- Authorized the purchase of liability insurance for the reunion.

**2004-1** Unknown

**2005-1** Unknown

**2006-1** Unknown

**2007-1** Authorized reciprocal membership with NAAV.

**2007-2** Authorized the purchase of reunion coffee cups for the 2007 reunion.

**2007-3** Authorized the reimbursement for transporting the NNWA's memorabilia to authorized sites.

**2007-4** Authorized the purchase of ball caps.

**2007-5** Authorized the purchase of undated coffee cups to give to each member in good standing.

**2009-1** Authorized the listing of deceased life members, in a separate section, on the website for a 90 day period. They will not however be recognized in the Two Bell Ceremony.

**2009-2** Authorized the order of the Gray Dragon.

**2014-1** Authorized the establishment of a Membership Committee

**2014-2** Authorized the procurement of a Memorial Plaque

**2014-3** Authorized restricting access to the Membership roster to members only

**2014-4** Authorized the Historian to establish and maintain a record of personnel formally or presently assigned nuclear weapons duties in the Navy and Marine Corp personnel, Navy Civil Service personnel or Support Contractor personnel.

**2015-1** Authorized creation of Heritage memberships

**2015-2** Redefined association regular membership guidelines.

**2015-3** Authorized the creation and implementation of the Reunion Emergency Contact Information

Form.

- 2016-1** Authorized the utilization of a reunion planner for future annual reunions.
- 2017-1** Authorized returning memorabilia to the member who had donated it.
- 2017-2** Authorized donating cruise books to the National Naval Aviation Museum at Pensacola or to the Southwest Florida Military Museum
- 2017-3** Authorized that starting with the 2018 reunion, future 2-Bell Ceremonies would include all NWs, GMTs, WTs and all individuals supporting the Navy Nuclear Weapons Program, not just those who were NNWA members.
- 2018-1** Authorized an increase of member dues to \$15 per year effective January 2020.
- 2018-2** Because we are now using reunion planners it was authorized that the host and up to two other member assistants arrive one day early in order to set up and purchase Hospitality Room supplies and that the association pay for the extra day of their hotel room charge.
- 2018-3** That if no-one lives in the area of the reunion, that on a preapproved case by case basis the reunion coordinator be paid for a hotel room to arrive two days in advance.
- 2018-4** Authorized that the Chaplain be reimbursed for any sympathy cards and stamps that he sends out for passed members families. Receipts to be provided to the Treasurer at each reunion for payment.
- 2019-1** Rescinded the increase of the spouse's registration fees of \$25 that was approved in 2016.
- 2019-2** Authorized the purchase of Dreamweaver website application and service for use by the Webmaster.
- 2020-1** Approved Don Boyer's request to use the "Keepers of the Dragon" term and a photograph of our patch in his upcoming book.
- 2021-1** Agreed to use the date of entry into the PRP as the primary date for the Grey Dragon seniority list. If a member cannot remember or provide documentation of PRP entry date then the second determiner will be the month/year they began either OJT, A School, or other formal nuclear weapons training. In instances where the date of program entry is not clear the President will make the final decision.
- 2021-2** Approved Regular Membership for ASROC and Terrier Gunners Mates.
- 2022-1** Approved working with Mr. Bruce Henderson, a military historian and author researching a new book about the postwar nuclear weapons program. He is interested in the role played by the Navy and how personnel were selected in the early years of the program.
- 2022-2** Concurred that remarriage of a Life member does not negate their membership.

**2023-1** Approved Rick Workman's Honorary Membership.

**2023-2** Approved that for determining a reunion location, a recommendation signup sheet will be placed in a reunion's Hospitality Room so members who attend can recommend locations. The BOD will take these recommendations under consideration when determining actual reunion locations. Factors to consider include number of location votes, availability of a host, and Reunion Planner support at the chosen location.

**2023-3** Established Storekeeper turnover audit procedures.

**2024-1** Decided that the Association will not establish a Life Membership other than the current one for widows of members.

**2024-2** Modified BOD Resolution 2018-2 to read that the Association will only pay for an extra hotel room charge for the reunion host and one member assistant (vice two) to arrive one day early in order to set up and purchase Hospitality Room supplies. The reunion host is required to receive BOD approval prior to using an assistant. Receipts for the hotel room must be provided to the Treasurer.

**2024-3** Clarified that the Association will no longer reimburse any travel or hotel room costs for the reunion host to visit the hotel prior to the annual reunion.

## Chapter 10

### Organizational Goals and Accomplishments

Board members must be computer literate, have routine access to a computer with email capability. Email is the primary means of communication between board members.

Communications topics general focus around reunion planning, emerging issues, and organizational goals and accomplishments. Annual organizational goals and accomplishments are typically set at either the Board of Directors (BOD) Pre and/or Post-Election Meeting. Association members can suggest organizational goals at the Annual Business Meeting (ABM) via an approved motion; however, the BOD will make the final determination of goals for the current board term and assign a responsible board member to address each specific goal.

Documentation of goals is done by Fiscal Year (FY), however, a BOD annual term in practice runs from one BOD Post-Election meeting to the next BOD Post-Election Meeting where new board member assignments are made.

The President assigns responsibility for each goal and they are recorded in the BOD Meeting Minutes. Goal status is tracked during the board term and final status for each goal is reported at the next BOD Pre-Election Meeting. The President or the responsible action officer provides a report of progress on goals to the membership at the next ABM with the accomplishments documented as having been achieved during the preceding term.

Beginning in 2014 organizational goals and accomplishments have been documented in the BOD Pre and/or Post-Election Meeting and Annual Business Meeting minutes. Copies of meeting minutes are maintained in the Members and BOD areas of the NNWA website. However, for the enlightenment of the association membership and future BODs the goals for FY 2002 through 2020 are summarized below.

#### **2010 through 2013 Goals and Accomplishments:**

- Due to BOD oversight the goals and accomplishments for 2010 through 2013 were not documented.

#### **2016 Goals:**

- Our association memorabilia program must be dissolved. In preparation for this action the Historian will contact all known individuals who have contributed to our memorabilia inventory. Priority will be to contact individuals to determine if in fact the donated materials were intended to be gifted to the association or were they intended to be provided on a loan basis and if the individual desires that they be returned.

- Identify those items from our memorabilia inventory which are required to conduct the annual association business meeting. Additionally, identify those items required to set a place of honor for the Navy Nuclear Weapons Association Gray Dragon.
- Investigate establishing the utilization of PayPal for Ship Store purchases for authorized individuals. Additionally, determine the feasibility of also utilizing PayPal for membership dues and for reunion attendance fees.
- Update and distribute SOP/PDL changes to association board members for concurrence/comments.
- Updates to Bylaws Article IV, Section 2A and Article IX, Section 3.

### **2016 Accomplishments:**

- Ownership of memorabilia letters were sent out to identified owners. For those letters returned email and phone inquiries were attempted. The association newsletter was also utilized to contact individuals. Records of all efforts have been maintained and will be retained for four years.
- Required memorabilia items required for the conduct of the annual business meeting and to honor the Gray Dragon have been identified.
- The proposal to utilize PayPal was tabled due to lack of demand from the association members.
- Changes to the SOP/PDL were generated, however, through an oversight the changes were not reviewed and promulgated.
- Voted to keep the reunion registration fee at \$25, and to charge it to each attendee including spouses.
- Voted that the current IRS mileage rate be paid to the historian for transporting memorabilia to and from reunions. It was noted that this could change periodically.
- Updates to Bylaws Article IV, Section 2A and Article IX, Section 3.

### **2017 Goals:**

- Scan copies of Personal History files. Maintain this information in a Portable Document Format (PDF) file alphabetically.
- Continue to update the Microsoft Access Database of Navy Nuclear Weapons program participants.
- Provide a copy of Microsoft Access Database to the BOD Secretary.
- Secretary will start submitting a request for Personal History to all new members with the Welcome Aboard and membership package.
- Revise the Two Bell Ceremony. Starting at the 2018 reunion the Two Bell Ceremony honor the passing of any individual that served in the Nuclear Weapons Program, not just association members.
- President is to contact all individuals one last time to determine their intentions regarding their donations to the association's memorabilia.
- Source replacement lanyards and gift bags.
- Update association reunion registration form to include new attendance fees and emergency contact information.

- The Board of Directors will host the 2017 reunion in San Diego, CA.
- Utilize Military Reunion Planners (MRP) for the 2017 reunion to be held in San Diego, CA.
- Register the NNWA intellectual property such as the logos and “Keepers of the Dragon” statement with the U.S. Copyright Office.

### **2017 Accomplishments:**

- All available personal histories have been scanned and are maintained on a PDF file. This program is the responsibility of the Historian and may be assigned to a reliable association member.
- The access program is being updated as additional individuals become known. This program is the responsibility of the Historian and may be assigned to a reliable association individual.
- The association Secretary will maintain a copy of the access program. The Historian will ensure that the Secretary’s copy is updated annually.
- The “Welcome Aboard” packages mailed out by the Secretary currently include a request for personnel history. The personnel history form has also been included of the NNWA website.
- Commencing with the 2018 reunion, the Two Bell Ceremony will include all known nuclear weapon program members whether they are members or not.
- A final effort to contact all individuals who have not responded to requests for memorabilia disposition has been completed.
- Gift bags and lanyards have been sourced and are available for the 2018 reunion. The change to the association reunion form was tabled in view of utilization of Military Reunion Planners (MRP).
- The performance of Military Reunion Planners (MRP) at the San Diego was exceptional. It was determined that for the near term we would utilize MRP.
- The Board of Directors (BOD) and the Ladies Group worked together very well, and the San Diego Reunion was determined a success. In view of the results the BOD agreed to utilize MRP for the 2018 reunion in St. Louis, MO.
- Discontinued the purchase of Dishonesty Bond insurance for the BOD.

### **2018 Goals:**

- Update SOP/PDL.
- Determining disposition of Historians memorabilia.
- Implementing the capability for using PayPal for paying dues or purchasing items for the Ships Store.
- Ensuring that the membership form captures the current process for re-instating past members.
- Changing the membership class for surviving spouses to Honorary as that more accurately describes their membership status. This would require a Bylaws change.
- Provide the MCPON – who is a former WT - with a 3-year regular membership.
- Clarify the eligibility requirements for Regular membership, specifically By-Laws, Article IV, Section 2.
- Scan and pdf member’s personal histories.

## **2018 Accomplishments:**

- Updates were made to SOP/PDL.
- Memorabilia items were donated to various museums. A few items were returned to the members who donated them per their request. A minimal set of items were retained. Some items (papers primarily) were disposed of.
- Approved the increase of annual membership dues to \$15 effective January 2020.
- Approved that with BOD approval, for the reunion host and up to 2 assistants to arrive up to two days prior to the reunion to set up and obtain supplies. The association will pay for the extra day of their hotel room.
- Member written histories were scanned into pdfs and uploaded onto the association computer which will be available at reunions.
- A Microsoft Access database has been populated with information from cruise books and member profiles and is also loaded on the association computer.

## **2019 BOD Goals**

- Update the Hospitality Room Stocking Guide to support 100 attendees.
- Research the ability to conduct online payments of membership dues and Ships Store payments.
- By-laws Article IV membership wording was identified as needing to be updated further. Draft an update to be voted on at the next ABM.
- Update membership form with reinstatement process.
- Provide a 3-year Regular membership to the MPON.
- The reunion coordinator be provided with reunion attendee's Emergency Contact and Medical Information forms.
- Update the SOP/PDL.

## **2019 BOD Accomplishments**

- A 3-year Regular membership was provided to the MPON
- Approved change to Bylaws Article IV, Section 2A.
- Rescinded the 2016 increase to the registration fee for spouses.
- Approved webmaster purchase of the Dreamweaver website application/service.
- Inventory of the remaining Historian items completed. Models were donated to Denise Young and a Boy Scout Troop in Indiana. One box of items was retained to ship to the USS Hornet Museum.

## **2020 Goals:**

- Inventory remaining Historian inventory and bring to the next reunion for disposal instructions.

- By-laws Article IV membership wording was identified as needing to be updated further. Draft an update to be voted on at the next ABM.
- Research the ability to conduct online payments of membership dues and Ships Store payments.
- Draft a watch bill for use in opening/closing the Hospitality Room.

#### **2020 Accomplishments:**

- Approved change to Bylaws Article IV, Section 2.
- Established a Hospitality Room Watch-Bill.
- Cruise book W-Division personnel rosters posted on the association website.
- Updated the Gray Dragons seniority list, duty station, and rate/rank information. There are now only 10 members without program entry dates.

#### **2021 Goals:**

- Establish a Membership Committee to grow the membership.
- Research the ability to conduct online payments of membership dues and Ships Store payments.
- Draft By-Laws change to eliminate the Service Officer position.
- Perform a breakdown of the current area locations of active member to determine if reunion areas need to be redrawn.
- Survey the membership on who may be experiencing cancers in order to strengthen any VA claims.

#### **2021 Accomplishments:**

- Established a Membership Committee to grow the membership.
- Approved donation of up to \$1000 annually to a charitable organization that benefits veterans and made the first donation.
- Passed Bylaws change to eliminate the Service Officer position.
- Performed a breakdown of the current area locations of active member to determine if reunion areas need to be redrawn. No changes deemed necessary at this time.
- Surveyed the membership on who may be experiencing cancers. Results are available to members in members only area of our website.
- Accepted the Gray Dragon seniority list as currently vetted as the official version of record.

#### **2022 Goals:**

- Make annual donation to a charitable military organization.
- Add NNWA Certificate of Incorporation to Bylaws as an Appendix.



- Draft bylaws change to reflect/clarify the use of electronic methods such as Zoom, Microsoft Teams, or conference calls for a board member to attend the ABM and BOD meetings in an emergency situation, and to allow the BOD more flexibility in scheduling reunion dates.
- Review the NNWA incorporation documentation and determine if the reunion dates are mandated to be during a certain time period.
- Update the SOP/PDL Nominations and Elections section.
- Update the Treasurer Audit procedures.
- Develop reunion contract review and audit procedures.
- Provide recommendations for the date that is assigned to a member for entry in the nuclear weapons program.
- Investigate the use of Armed Forces Reunion planner vice Military Reunion Planners for future reunions.
- Research the ability to conduct online payments of membership dues and Ships Store payments.

### **2022 Accomplishments:**

- Made annual donation to a charitable military organization.
- Added NNWA Certificate of Incorporation to Bylaws as an Appendix.
- The Certificate of Incorporation, Bylaws, and SOP were reviewed and there are no mandated times for reunions – only a recommended time.
- Passed changes to Bylaws to allow the BOD more flexibility in scheduling reunion dates and to clarify BOD member virtual attendance provisions in order to facilitate obtaining a quorum to conduct required association business.
- Updated Treasurer Audit procedures.
- Developed reunion contract review and audit procedures.
- Developed Storekeeper audit procedures.
- Agreed to use the date of entry into the PRP as the primary date for the Grey Dragon seniority list. See BOD Resolution 2021-1.

### **2023 Goals:**

- Make annual donation to a charitable military organization.
- Review SOP/PDL.
- Draft bylaws change to clarify Force Majeure election requirements.
- Update the Hospitality Room Stocking Guide.
- Assist Bruce Henderson on his request for information on the early years of the Navy nuclear weapons program.
- Research the ability to conduct online payments of membership dues and Ships Store payments.

**2023 Accomplishments:**

- Accomplished all 2023 Goals as listed above. Determined that ability to conduct online payments of membership dues and Ships Store payments was not possible with current website code.
- Incorporated bylaws changes to address Force Majeure Conditions, duties of Association officers, and to eliminate Honorary Memberships to organizations and businesses.
- Formed a Reunion Committee to plan future reunion locations.

**2024 Goals:**

- Make annual donation to a charitable military organization.
- Update NNWA website to include ability to conduct online payments of membership dues and Ships Store payments.
- Draft by-laws changes to address various issues.
- Review SOP/PDL for suggested changes.
- Post all audits in the BOD section of the website.

**2024 Accomplishments:**

- Place holder
- Place holder

# Chapter 11

## Reunion Planning Guide

This chapter is to assist both the Board or Directors and the Reunion Host in planning a reunion. Although not all-inclusive, this Guide provides the Reunion Host important **information and time to set up the next year's reunion**. The below information is based on past lessons learned. Prior to beginning your planning, review the below information to ensure you do not make similar mistakes.

### Section 1 Planning and Hosting a Reunion Using a Reunion Planner

#### Note

The Host must understand that, while they alone can negotiate any contract, they are doing so as an agent for the Board of Directors, which accepts the legal requirements for the association. The Host needs to defer to the Board on issues regarding liability, indemnification and any other purely legal issues BEFORE accepting or signing anything.

#### Note

If in doubt whether the Reunion Planner is addressing a particular item listed below then contact the BOD for assistance.

Any emails regarding the setting up the reunion or any other reunion details between the Host and the BOD should include the entire BOD. Any other communications should be summarized in an email and the entire BOD cc'd.

Utilize Section 3, Recommended Reunion Action Timeline as appropriate to plan and execute tasking. This timeline may be tailored depending on reunion details, requirements, and conditions. Coordinate the schedule closely with the Reunion Planner!

TEAMWORK. This is what is needed to coordinate and host a reunion. The BOD is expected to assist the reunion host in any way possible to ensure a successful reunion.

#### **Working with the BOD and Reunion Planner to set up the reunion:**

The Board of Directors (BOD) should have selected a city for the reunion to be held in. In some cases, the Reunion Planner may have certain cities that have good incentives to hold a reunion at, so the BOD may consider having a reunion at one of those. The host is to work with the Reunion Planner to select an appropriate hotel and tours. Once those choices have been identified then the Host then works with the BOD to make the final hotel and tour selects.

- Work with the Reunion Planner to locate a suitable hotel, and work on everything on everything else from there. Look at things like any major events in the area that might hinder or benefit the reunion.
- Contact the Reunion Planners and get details on how they handle online or mail-in registration, tour planning, payments methods, website registration, meal, and tour signups.
- The Reunion Planner should provide a registration sheet and a one-page flyer for each tour which can be used in the NNWA Summer Bulletin.
- Run all contracts through the President and Treasurer. The President will present them to the BOD for review and approval.
- Contact the Reunion City's Convention & Visitors Bureau (CVB) for available local information and activities. The CVB may provide "welcome to the city" brochures or packets, and have memorabilia to give out in the NNWA registration welcome packets.

#### **Hotel considerations:**

- It is recommended that the Host contact the hotel director and establish a working relationship with the hotel and the planners. Get an email and a phone number where they can be contacted and maintain a relationship with them. This helps ensure that the hotel understands our requirements for a successful reunion.
- If the hotel cannot or will not allow us to bring in our own liquor for the Hospitality Room, then we need to find another hotel that will.
- Once a hotel is selected, contracts must be specific and not be signed until all major negotiations have been formalized. Major issues refer to room rates, block of rooms reserved, but not guaranteed, hospitality room accessibility, liquor laws, dining facility and ballroom availability & size of dance floor, assumption of liability, etc.
- The Host can contact hotels suggested by the Reunion Planner and engage in verbal negotiations to determine which hotel can provide the best service for the reunion.
- Be extremely careful of liquor laws. We do not want to pay fees, permits, bartenders, etc.
- Ensure the location for dinner dance is large enough to accommodate all attendees and the dance floor.
- If a large meeting room is not available, try to get a suite or a very large room comp'd for use as a Hospitality Room.
- Do not hold the Board of Directors Meetings in the Hospitality Room.
- Do not hold the Annual Business Meeting in the Hospitality Room.
- Determine if the hotel provides transportation from/to the airport; or to shopping or other areas of interest.
- Attempt to negotiate hotel incentives for free breakfasts, etc.
- The number of rooms blocked for the NNWA group should be near the middle of estimated attendees with a cancellation clause a reasonable time prior to the reunion.
- Work with the hotel or Reunion Planner to provide a Comp room for every 20 to 30 rooms individually reserved in the NNWA group.
- Hotel parking should be free to attendees, and it should be clarified if any RV parking is available.
- The reunion host generally receives one of the Comped rooms. The NNWA President determines recipients of all other comped rooms – of which he is typically one because he has worked closely with the Host and Reunion Planner to put on the reunion.

## **Hospitality Room:**

- The \$25.00 reunion registration fee, charged for members only, covers most of the cost of the Hospitality Room along with the “Kitty Jar” at the bar. The Hospitality Room furnishes sodas, snacks, and libations of various kinds for extended hours during the reunion for all to enjoy. Funds in the “Kitty Jar” shall be accounted for every evening by the Treasurer or by a member designated by him.
- If there is a military facility in the area, explore utilizing the exchange/commissary to purchase hospitality room supplies.
- Ensure space is provided for the Storekeeper to set up his stock.
- Work with the BOD to assign someone to open and close the Hospitality Room every morning and evening. The Hospitality Room Watch Bill, Appendix G, is a suggested format that can be used.
- The BOD has approved for one person to arrive the day before the reunion and assist the Host with purchasing of supplies and any reunion setup. Their hotel room cost will be compensated for that one day of early arrival.
- Appendix H provides an initial Hospitality Room Stocking Guide and some general guidance on how to operate and maintain the room. This is just a guide and can be tailored as needed. In addition to being Appendix H of this document, it is also located on the Members only page of the NNWA website.
- Regarding Hospitality room purchases, you may over purchase some items and under purchase others. You may have to make supply runs during the reunion based on usage. You may have people make special requests or complain that what they want is not there. One person wanting a particular item may not justify its purchase – 10 people wanting it might warrant consideration. You will likely not please all the people all of the time. Just do the best you can within reason.
- Ensure that there are adequate numbers of tables and chairs appropriately spaced.
- Ensure space for the bar and accessories and snacks, etc. with a refrigerator.
- There should be space for the Historian to set up the limited amount of memorabilia we have.
- Other Hospitality Room options to obtain adequate size may be to: have adjoining rooms or have another room in close proximity.
- We should have unrestricted access to Ice Machine (or hotel provide FREE ice.)
- Room service should clean every morning, at least. New lines and plenty of trash bags should be available.
- It is not just the host’s responsibility to do things that need to be done in the hospitality room. Everyone but especially the BOD should help out. Make coffee. Fill and refill the coolers. Refill the snacks on the tables. Clean up after the day’s end. Don’t just rely on the same people to do it. Volunteer your services to help them out.
- Do not start giving away or packing up supplies until the morning after the Dinner/Dance. Do not let members start taking items on their own. Control what is given away or sold.

## **Tours:**

Tours should be of historical nature and or military type venues. Things that would interest the majority of those attending but remembering the age group you are dealing with. Remember that our group is getting up in years so any tours should take in consideration that lengthy walking tours may be difficult for some, and that some members may use canes or a wheelchair. This is something that has to be brought up to the Reunion Planner.

- Tours should be scheduled tours and not self-generated. We want the tours to be a time when members can continue to socialize and renew old relationships.
- Planned tours should be interesting and accommodating. *The Host should work with the Reunion Planner to select tours for approval from the BOD.*
- Try to keep the prices reasonable and delay deposits. Work with the Reunion Planner to determine when full payment is due. If signing a contract, watch for clauses on payments, guarantee of number of people (keep as low as possible) and the Tour Companies cancellation policy.
- Tour prices should include any costs for transportation for the members going on the tour (or any other incidental costs such as box lunch or lunch at a restaurant during the tour).
- Try to schedule one away event each day of the reunion, except the first day and the day of the Annual Business Meeting. Do not schedule a tour the same day as the business meeting.
- Ensure that all tours will terminate at the hotel. No requiring walking back to the hotel or other form of transportation. Ensure tour attendees are returned to the original pickup point after the tour.
- The President should designate a “head counter” and a “hat passer” for each tour bus trip. The “hat passer” should collect tips for the bus driver and tour guide and present the tips to them at the end of the tour.
- Be sure to get an accurate head count each time the bus moves from one location to another, and advise the passengers to get on the same bus each time unless approval is obtained from the headcounter.

#### **Before and During the Reunion:**

- Have the BOD designate a member or committee to make phone calls to NNWA members and past members in the states in and around the reunion location to let them know about the reunion and to encourage them to attend. It may increase attendance and get some past members to “re-up”.
- Work with the hotel to have a Reunion Registration Table set up at the entrance to the Hospitality Room for the first 2-3 days of the reunion.
- Work with the Reunion Planner and BOD to have attendee registration packets available to give at attended check-in. The BOD may provide bags to issue, contents to consider are reunion and tour schedules, pens, local information/activity brochures or memorabilia items obtained from the City’s Convention & Visitors Bureau, etc.
- Name Tags: Work with the Reunion Planner to make attendee name tags and have them available for attendees at the Reunion Registration Table. The Reunion Planner will have the list of attendees and their meal choice which can be indicated on the back of the name tag.
- Encourage attendees to take lots of pictures and to send them to the Webmaster for posting on our website.
- Schedule a Welcome/Ice Breaker the first evening of the reunion. Serve heavy snacks or a light meal at this event. Pizza or lumpia have been popular choices at past reunions.

#### **Business Meeting Room**

- Should be large enough to accommodate 80-120 people.
- Try to have theater seating with a head table and microphone
- Have hotel provide coffee/water for free (or for a minimum fee)
- A nice touch is to contact a local NJROTC or other Naval Organization and see if they can provide a color guard for opening. Be sure to tip them appropriately.

- Schedule the Business meeting on last full day of reunion or as approved by the Board.

### **Dinner/Dance Evening (One Large Room Required)**

- The Reunion Planner should work with the hotel to negotiate Dinner/Dance prices. If possible, prices should include entertainment and any other incidental expenses for the dinner/dance.
- The cash bar during the dinner/dance will have bartenders provided.
- Provide a choice of at least two entrees. Try to keep the price to \$25-\$35 per entrée. The association **may** subsidize each meal to remain within this price range. **Confirm this with the NNWA before signing a contract.**
- Agenda is typically:

1800-1900 Cocktails and Social Hour  
 1900-1945 Dinner  
 1945-2000 Guest Speakers  
 2000-???? Dance

- Use caution during the evening with the number or length of raffles held. We pay for entertainment.
- If we have a guest speaker, limit the Speaker to 15-20 minutes. (The Association buys the Guest Speaker and their companion dinner, provides them with Association memorabilia).

### **Note**

There is no requirement to have a Guest speaker. If a Guest Speaker is scheduled the subject matter should be approved by the BOD in advance.

### **Dinner/Dance Entertainment**

- Appoint a master of ceremony, someone with a strong voice to make announcements, conduct raffles, supervise drawings, introduce guests, VIP's, etc.
- For entertainment – DJ's normally work best. However, the Host can suggest something else to the BOD.
- Keep the price reasonable; make small deposits with full payment at the end of the evening. If you sign a contract, look for clause that protects the NNWA.
- Dance floors should be of reasonable size, made of wood or similar material, and in excellent repair. Look carefully at the ballroom to ensure that there is east access to the tables, table seating will not be cramped and guests have an adequate dance area.

### **Gifts**

- The BOD may provide the Host with NNWA free items to be given in reunion registration packets for attending members such as coffee cups, shirts, ball caps, etc. Normally in bulk purchase, the price of the item being given away should be less than \$5.00. Any leftover items may be given to the Storekeeper to sell on the NNWA website.
- A gift exchange is encouraged with a policy of "those who bring a gift, get a gift". The BOD can use the NNWA Bulletins and reunion announcements to encourage each attendee to bring A SMALL

GIFT (not to exceed \$25) to the reunion reflective of the area in which they live. The gift exchange will occur in the ballroom during the dinner/dance. One of the assigned helpers will hand out a ticket for each gift brought and when the exchange starts, the ticket holders become receivers.

- The BOD will generally authorize the purchase of one or two door prizes. The BOD may also decide to purchase a “Grand Prize” gift, to be raffled off during the dinner dance. Cost of the ticket has historically been \$1.00 each or six for \$5.00.
- A 50/50 raffle may be held as they have proven to be successful in providing revenue.
- The BOD typically authorizes approximately \$50. For the purchase of a gift for the reunion host. A member of the BOD is assigned to obtain the gift. The President usually presents the gift to the Host at either the Annual Business Meeting or at the Dinner/Dance.

## **Section 2 Planning and Hosting a Reunion Without Using a Reunion Planner**

Prior to 2017 all reunions were put on by a NNWA member who volunteered as to act as Host for the annual reunion, and working closely with the BOD. They coordinated and negotiated all aspects of the reunion including hotels, tours, meals, etc. They typically had to start this coordination about two years in advance of the reunion dates as hotels need notice well in advance in order to block off groups of rooms and meeting spaces.

Utilize Section 3, Recommended Reunion Action Timeline as appropriate to plan and execute tasking. This timeline may be tailored depending on reunion details, requirements, and conditions.

### **Note**

If hosting a reunion without use of a Reunion Planner, it is also recommended that the document “**Reunion Host Preparation & Lessons Learned 2016**” also be reviewed as it has the recommendations and lessons learned of a previous reunion host. This document is maintained by the NNWA Secretary.

### **Note**

The Host must understand that, while they alone can negotiate any contract, they are doing so as an agent for the Board of Directors, which accepts the legal requirements for the association. The Host needs to defer to the Board on issues regarding liability, indemnification and any other purely legal issues BEFORE accepting or signing anything.

Any emails regarding the setting up the reunion or any other reunion details between the Host and the BOD should include the entire BOD. Any other communications should be summarized in an email and the entire BOD cc’d.

TEAMWORK. This is what is needed to coordinate and host a reunion. The BOD is expected to assist the reunion host in any way possible to ensure a successful reunion.



### **Working with the BOD to set up the reunion:**

The Board of Directors (BOD) should have selected a city for the reunion to be held in. The host is to work with businesses in the reunion city to select an appropriate hotel and tours. Once those choices have been identified then the Host then works with the BOD to make the final hotel and tour selects.

- Locate a suitable hotel, and work on everything on everything else from there. Look at things like any major events in the area that might hinder or benefit the reunion.
- Work with the hotel and tour companies to determine how best for attendees to register for rooms and tours. Get details on how they handle online or mail-in registration, tour planning, payments methods, website registration, meal, and tour signups.
- Work with the tour companies to provide a one-page flyer for each tour which can be used in the NNWA Summer Bulletin.
- At the end of this chapter is a suggested Registration Form format that can be tailored for the NNWA reunion signup.
- Ensure that all contracts are ran through the President and Treasurer. The President will present them to the Board for review and approval. **The Board reviews and provides interim approval of all contracts.**
- Contact the Reunion City's Convention & Visitors Bureau (CVB) for available local information and activities. The CVB may provide "welcome to the city" brochures or packets, and have memorabilia to give out in the NNWA registration welcome packets.

### **Hotel considerations:**

- Only the Host may negotiate the contract between the NNWA and the hotel. There should be no trying for a better deal by anyone else – whether they are on the BOD or not. The Host will introduce the Treasurer to the Hotel contact and these two (Host and Treasurer) become the primary contacts.
- If the hotel cannot or will not allow us to bring in our own liquor for the Hospitality Room, then we need to find another hotel that will.
- The BOD will fund a trip to the hotel so the Host can contact a hotel director that can give you a tour of the facilities and also the rooms that are available. This is crucial in getting a working relationship going with the hotel and the planners. Get an email and a phone number where they can be contacted and maintain a relationship with them. This helps ensure that the hotel is acceptable and that they understand our requirements for a successful reunion.
- Once a hotel is selected, contracts must be specific and not be signed until all major negotiations have been formalized. Major issues refer to room rates, block of rooms reserved, but not guaranteed, hospitality room accessibility, liquor laws, dining facility and ballroom availability & size of dance floor, assumption of liability, etc.
- The Host can contact hotels and engage in negotiations to determine which hotel can provide the best service for the reunion.
- Be extremely careful of liquor laws. We do not want to pay fees, permits, bartenders, etc.
- Ensure the location for dinner dance is large enough to accommodate all attendees and the dance floor.
- If a large meeting room is not available, try to get a suite or a very large room comp'd for use as a Hospitality Room.

- Do not hold the Board of Directors Meetings in the Hospitality Room.
- Do not hold the Annual Business Meeting in the Hospitality Room.
- Determine if the hotel provides transportation from/to the airport; or to shopping or other areas of interest.
- Attempt to negotiate hotel incentives for free breakfasts, etc.
- The number of rooms blocked for the NNWA group should be near the middle of estimated attendees with a cancellation clause a reasonable time prior to the reunion.
- Work with the hotel to provide a Comp room for every 20 to 30 rooms individually reserved in the NNWA group.
- Hotel parking should be free to attendees, and it should be clarified if any RV parking is available.
- The reunion host generally receives one of the Comped rooms. The NNWA President determines recipients of all other comped rooms – of which he is typically one because he has worked closely with the Host to put on the reunion.

### **Hospitality Room:**

- The \$25.00 reunion registration fee, charged for members only, covers most of the cost of the Hospitality Room along with the “Kitty Jar” at the bar. The Hospitality Room furnishes sodas, snacks, and libations of various kinds for extended hours during the reunion for all to enjoy. Funds in the “Kitty Jar” shall be accounted for every evening by the Treasurer or by a member designated by him.
- If there is a military facility in the area, explore utilizing the exchange/commissary to purchase hospitality room supplies.
- Ensure space is provided for the Storekeeper to set up his stock.
- Work with the BOD to assign someone to open and close the Hospitality Room every morning and evening. The Hospitality Room Watch Bill, Appendix G, is a suggested format that can be used.
- The BOD has approved for one person to arrive the day before the reunion and assist the Host with purchasing of supplies and any reunion setup. Their hotel room cost will be compensated for that one day of early arrival.
- Appendix H provides an initial Hospitality Room Stocking Guide and some general guidance on how to operate and maintain the room. This is just a guide and can be tailored as needed. In addition to being Appendix H of this document, it is also located on the Members only page of the NNWA website.
- Regarding Hospitality room purchases, you may over purchase some items and under purchase others. You may have to make supply runs during the reunion based on usage. You may have people make special requests or complain that what they want is not there. One person wanting a particular item may not justify its purchase – 10 people wanting it might warrant consideration. You will likely not please all the people all of the time. Just do the best you can within reason.
- Ensure that there are adequate numbers of tables and chairs appropriately spaced.
- Ensure space for the bar and accessories and snacks, etc. with a refrigerator.
- There should be space for the Historian to set up the limited amount of memorabilia we have.
- Other Hospitality Room options to obtain adequate size may be to: have adjoining rooms or have another room in close proximity.
- We should have unrestricted access to Ice Machine (or hotel provide FREE ice.)
- Room service should clean every morning, at least. New lines and plenty of trash bags should be available.

- It is not just the host's responsibility to do things that need to be done in the hospitality room. Everyone but especially the BOD should help out. Make coffee. Fill and refill the coolers. Refill the snacks on the tables. Clean up after the day's end. Don't just rely on the same people to do it. Volunteer your services to help them out.
- Do not start giving away or packing up supplies until the morning after the Dinner/Dance. Do not let members start taking items on their own. Control what is given away or sold.

### **Tours:**

Tours should be of historical nature and or military type venues. Things that would interest the majority of those attending but remembering the age group you are dealing with. Remember that our group is getting up in years so any tours should take in consideration that lengthy walking tours may be difficult for some, and that some members may use canes or a wheelchair.

- Tours should be scheduled tours and not self-generated. We want the tours to be a time when members can continue to socialize and renew old relationships.
- Planned tours should be interesting and accommodating. *The Host decides with approval from the BOD.*
- Keep the price reasonable and delay deposits until you have a fairly firm number from the Treasurer. Full payment will be made at the time of the tour. If signing a contract, watch for clauses on payments, guarantee of number of people (Keep as low as possible) and the Tour Companies cancellation policy.
- Tour prices should include any costs for transportation for the members going on the tour (or any other incidental costs such as box lunch or lunch at a restaurant during the tour).
- Try to schedule one away event each day of the reunion, except the first day and the day of the Annual Business Meeting. Do not schedule a tour the same day as the business meeting.
- Ensure that all tours will terminate at the hotel. No requiring walking back to the hotel or other form of transportation. Ensure tour attendees are returned to the original pickup point after the tour.
- The President should designate a "head counter" and a "hat passer" for each tour bus trip. The "hat passer" should collect tips for the bus driver and tour guide and present the tips to them at the end of the tour.
- BE SURE TO GET AN ACCURATE HEAD COUNT EACH TIME THE BUS MOVES FROM ONE LOCATION TO ANOTHER, AND ADVIZE THE PASSENGERS TO GET ON THE SAME BUS EACH TIME UNLESS APPROVAL IS OBTAINED FROM THE HEADCOUNTER.

### **Before and During the Reunion:**

- Have the BOD designate a member or committee to make phone calls to NNWA members and past members in the states in and around the reunion location to let them know about the reunion and to encourage them to attend. It may increase attendance and get some past members to "re-up".
- All events, tours, and associated cost for the dinner/dance require pre-payment with the reservation form the member submits to the Treasurer for the upcoming reunion. The NNWA historically has paid for reasonable cost overruns for the Dinner/Dance but not always. Try to stay in the price range, if possible. If not, notify the President and Treasurer as soon as possible of an impending cost overrun.
- Work with the hotel to have a Reunion Registration Table set up at the entrance to the Hospitality Room for the first 2-3 days of the reunion.

- Work with the BOD to have attendee registration packets available to give at attended check-in. The BOD may provide bags to issue, contents to consider are reunion and tour schedules, pens, local information/activity brochures or memorabilia items obtained from the City's Convention & Visitors Bureau, etc.
- Name Tags: The BOD should designate someone to make attendee name tags and have them available for attendees at the Reunion Registration Desk. The Treasurer can provide names of reunion attendees to this person a couple of weeks in advance of the reunion. The Treasurer will also have the dinner choice for each person and it should be indicated on the back of the name tag.
- Encourage attendees to take lots of pictures and to send them to the Webmaster for posting on our website.
- Schedule a Welcome/Ice Breaker the first evening of the reunion. Serve heavy snacks or a light meal at this event. Pizza or lumpia have been popular choices at past reunions.

### **Business Meeting Room**

- Should be large enough to accommodate 80-120 people.
- Try to have theater seating with a head table and microphone
- Have hotel provide coffee/water for free (or for a minimum fee)
- A nice touch is to contact a local NJROTC or other Naval Organization and see if they can provide a color guard for opening. Be sure to tip them appropriately.
- Schedule Business meeting on last full day of reunion or as approved by the Board.

### **Dinner/Dance Evening (One Large Room Required)**

- Dinner/Dance prices, if possible, should include entertainment and any other incidental expenses for the dinner/dance. As a guide to dinner/dance expenses, generally in the past, hotels have provided the facility free if a certain number of meals are served. *Negotiate this hard.*
- The cash bar during the dinner/dance will have bartenders provided.
- Provide a choice of at least two entrees. Try to keep the price to \$25-\$35 per entrée. The association **may** subsidize each meal to remain within this price range. **Confirm this with the NNWA before signing a contract.**
- Agenda is typically:

1800-1900 Cocktails and Social Hour  
 1900-1945 Dinner  
 1945-2000 Guest Speakers  
 2000-???? Dance

- Use caution during the evening with the number or length of raffles held. We pay for entertainment.
- If we have a guest speaker, limit the Speaker to 15-20 minutes. (The Association buys the Guest Speaker and their companion dinner, provides them with Association memorabilia).

### **Note**

There is no requirement to have a Guest speaker. If a Guest Speaker is scheduled the subject matter should be approved by the BOD in advance.

### **Dinner/Dance Entertainment**

- Appoint a master of ceremony, someone with a strong voice to make announcements, conduct raffles, supervise drawings, introduce guests, VIP's, etc.
- For entertainment – DJ's normally work best. However, the Host can suggest something else to the BOD.
- Keep the price reasonable; make small deposits with full payment at the end of the evening. If you sign a contract, look for clause that protects the NNWA.
- Dance floors should be of reasonable size, made of wood or similar material, and in excellent repair. Look carefully at the ballroom to ensure that there is east access to the tables, table seating will not be cramped and guests have an adequate dance area.

### **Gifts**

- The BOD may provide the Host with NNWA free items to be given in reunion registration packets for attending members such as coffee cups, shirts, ball caps, etc. Normally in bulk purchase, the price of the item being given away should be less than \$5.00. Any leftover items may be given to the Storekeeper to sell on the NNWA website.
- A gift exchange is encouraged with a policy of "those who bring a gift, get a gift". The BOD can use the NNWA Bulletins and reunion announcements to encourage each attendee to bring A SMALL GIFT (not to exceed \$25) to the reunion reflective of the area in which they live. The gift exchange will occur in the ballroom during the dinner/dance. One of the assigned helpers will hand out a ticket for each gift brought and when the exchange starts, the ticket holders become receivers.
- The BOD will generally authorize the purchase of one or two door prizes. The BOD may also decide to purchase a "Grand Prize" gift, to be raffled off during the dinner dance. Cost of the ticket has historically been \$1.00 each or six for \$5.00.
- A 50/50 raffle may be held as they have proven to be successful in providing revenue.
- The BOD typically authorizes approximately \$50. For the purchase of a gift for the reunion host. A member of the BOD is assigned to obtain the gift. The President usually presents the gift to the Host at either the Annual Business Meeting or at the Dinner/Dance.

## **Section 3 Recommended Reunion Action Timeline**

This timeline can be used by the BOD and Host for planning purposes. Depending on whether a Reunion Planner is being used, or if a Host and the BOD are planning and coordinating the reunion – some items below may not be applicable.

### **At the current Year's Reunion**

Ensure you provide or brief a plan/proposed agenda for next year's Reunion at the Business meeting of the current year's reunion.

## **One Year Out**

- Host opens an NNWA checking account with the host as a check writer. This will provide you accountability for all funds advanced from the Treasurer and used for the reunion. Be sure to keep ALL receipts.
- Host works hotels for best facilities, amenities, and pricing for the room rate, hospitality room/Archive Room etc. Make deposits at time of contract signing.
- Provide The Treasurer with required advance funds needed for deposits for tour, hotel dinner/dance etc.
- *Send a copy to the Board. The Treasurer is responsible for obtaining event insurance.*
- Coordinate with Hotel banquet manager for table and room decorations.
- Coordinate Dinner/Dance layout with rectangle or round tables, head table if desired, podium, speaker system, etc.
- Coordinate with Rooms manager for all necessary furniture removal and placement of tables/chairs for Hospitality and Archive rooms.

## **January NNWA Bulletin**

- Provide the Secretary an article with a brief description of the reunion, place, approximate times, cost of room, etc. (if available).
- In the article give the membership enough information to make preliminary plans to attend, but not enough information that you can be held to particulars.

## **June NNWA Bulletin**

- Provide the Secretary with an article that details reunion plans including hotel and tour information, cost of room, reservation information/web links, etc.
- Provide one page information sheets on tours that can be added to the bulletin
- Work with the Reunion Planner, Treasurer, and Webmaster as appropriate to include a Reunion Reservation Form in the bulletin. It should include all reunion options for tours, meals, etc. A recommended format is included at the end of this chapter.
- Remember that the information included in the issue of the bulletin is the primary means to motivate members to attend the reunion – so put some thought into it.

## **Six Months Out**

- Decide on 1 or 2 door prizes and the cost(s).
- Determine tour, establish costs and set up any needed transportation.
- Make up a payment schedule for deposits paid for all functions.

### **NOTE**

An EXCEL spread sheet works well for the record keeping.

## Five Months Out

- Require reunion signup by the 15<sup>th</sup> of August. This forces the members to commit and allows the Treasurer to gather the number of persons for tour, the dinner dance and provide information to the Host.
- As Reservation Forms come in: The Treasurer will generate a Spread sheet containing all information listed on the Reservation Forms.
- Correlate Reservation Forms in alphabetical order for future reference.
- Provide Reunion information to the Host and the Board on a regular basis or as needed.

## Two Weeks Out

- Makeup Name Tags for members and guest attending the reunion. Include city and state of their residence. *Check with Webmaster regarding badges prepared for 2014 reunion.* Name tags should be worn throughout the reunion. The Secretary will make up individual member reunion folders to be given at registration containing the following:
  - Function Sheet for each tour, dinner dance, etc.
  - Reunion Schedule with times and dates.
  - Roster of those members attending the reunion.
  - Name Tags for each member and their guest(s).
  - Other information and gifts as appropriate.

## At Reunion

**Host** (with assistance from the BOD) select volunteers from the Treasurers spread sheet to help with the following:

- Registration Room set up, operation, clean up and closing.
- Hospitality Room set up, operation, clean up and closing.
- Running errands for supplies.
- Raffle ticket sales.

**Secretary** provide host with completed reunion folders. Post a copy of reunion schedule for meetings, tours and other reunion information with time and dates in the Hospitality room. Set up the NNWA Laptop and instructions for its use, Appendix C, in the Hospitality Room.

**Treasurer** provide host with extra copies of the spread sheet and reservation forms. Post a copy of the spread sheet in the Hospitality room.

**Historian** (with assistance from the Board members and other volunteers) set up Memorabilia display. Post a sign stating that food and drink are not to be brought into the Memorabilia area.

**President** will specifically assign member(s) to specific tasks to cover all needed assistance through-out the reunion, as recommended by the host. Develop and post a Watch Bill in the Hospitality Room.

### **During the reunion**

**Board:** Be everywhere at all times. Do not let the Host and Hostess carry the load. Help the Host, Secretary, and Treasurer as you can to the point of being a pain. A successful reunion depends on proper prior planning and daily and hourly execution.

### **After the Reunion**

- **Host and Board Members:** Meet in the Hospitality Room at a mutually agreed upon time.
- **President presides over the “after action” critique.**
- **Inventory and sale of remaining food and liquid stock.**
- **Site Cleanup**
- **Pack and stow memorabilia into boxes and Historians vehicle.**





## Appendix A

### Audit Procedures for the NNWA Treasurer Records

An audit committee will be appointed by the President prior to each annual reunion. The audit committee will use the form below to provide a written report to the Board of Directors prior to the Annual Business Meeting. The Treasurer, during his report at the General Business Meeting, will note that an audit has been conducted and the overall results of that audit. The audit report must be made available on request of members. A copy of the audit will be provided to the Secretary to be filed in the NNWA official records.

1. Period of audit: \_\_\_\_\_
2. Determine opening balance for the period of the audit cycle. \_\_\_\_\_
3. Is there a record of all received monies? Yes \_\_\_\_ No \_\_\_\_
4. Have all received monies been deposited in the bank? Yes \_\_\_\_ No \_\_\_\_
5. Is there a record of expenditures? Yes \_\_\_\_ No \_\_\_\_
6. Determine closing balance of the audit period. \_\_\_\_\_
7. Determine if opening balance + receipts – expenditures = closing balance. \_\_\_\_\_
8. Are the individuals on the signature cards of the bank account up to date?  
Names: \_\_\_\_\_
9. Have the following Corporation Responsibilities been completed for this review year:
  - A. Delaware “Annual Franchise filing fee. (\$25.00) Yes \_\_\_\_ No \_\_\_\_
  - B. Registered Agent’s Annual Fee (\$150.00) Yes \_\_\_\_ No \_\_\_\_
  - C. Has the registered agent been advised of current Board membership? \_\_\_\_\_
10. Has the Annual Electronic Filing Requirement for Small Exempt Organizations Form 990-N been submitted to the IRS? Yes \_\_\_\_ No \_\_\_\_

Comments:

Auditing Committee:

\_\_\_\_\_

Audit Date: \_\_\_\_\_

-

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## Appendix B

### NNWA Storekeeper Audit Procedures

Audit Period: \_\_\_\_\_

#### Note

The current sales period and audit period will be from the first day of the previous reunion to the day prior to the current reunion.

#### Note

Postage is included as part of items purchase price.

1. Obtain a copy of the previous audit.
2. Compare the current "Items On Hand" numbers against the numbers at the end of the previous audit.
3. Determine the difference in numbers.
4. Are there sales receipts or Ships Stores order forms documenting the sales of those numbers of items?  
Yes \_\_\_\_\_ No \_\_\_\_\_
5. Review the number of new/replacement stock items purchased by the Treasurer against the Treasurer receipts and inventory. Do the numbers match?  
Yes \_\_\_\_\_ No \_\_\_\_\_
6. Was postage cost captured on the record keeping tool (Excel, QuickBooks, etc.)?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Comments:

Auditing Committee:

\_\_\_\_\_

Date: \_\_\_\_\_

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## Appendix C

### NNWA Laptop Use Instructions

#### To log on:

1. If necessary, turn on computer by pressing the button on the top left. You will see two blue lights when the power is on.
2. Select the NNWA Member icon.
3. Password = Dragon2018 Note = the “D “is capitalized.

#### To see the member database:

- Double click the Access 2013 shortcut on the desktop.
- After it loads, on the left side under “Recent”, select “Dragon”.
- Search for members by:
  - a. Select the Black colored Member tab.
  - b. On the right side of the screen, select the right-hand most scroll bar and scroll to the bottom of the page.
  - c. In the bottom center of the screen there is a blank search box; type in the last name of the person that you are searching for.
  - d. The member record displayed will automatically update.
  - e. If the name you are searching for locates a record other than the one you want, hit “Enter” to go to the next record. Repeat as necessary to cycle through the names.
- When you are finished looking through the database you can close it by clicking on the “X” in the top right corner.

#### To see NNWA Member Profiles:

1. Select the “NNWA Member Profiles” folder on the desktop.
2. Select the folder with the letter of the last name you are searching for.
3. The files are organized by last name – double click the file you want to see.
4. If you open multiple files they will be listed as tabs across the top. You can close a single file by moving the mouse over the tab and clicking the “X”.

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# Appendix D

## BOD Pre-Election Meeting Template



### Navy Nuclear Weapons Association

Board of Directors (BOD) Pre-election Meeting Notes

Date: \_\_\_\_\_



Board Members:

<b>President:</b>	_____	<b>Webmaster:</b>	_____
<b>Vice President:</b>	_____	<b>Chaplain:</b>	_____
<b>Secretary:</b>	_____	<b>Historian:</b>	_____
<b>Treasurer:</b>	_____	<b>Director:</b>	_____
<b>MAA:</b>	_____	<b>Director:</b>	_____
<b>Director/Storekeeper:</b>	_____	<b>Director:</b>	_____

1. Time: \_\_\_\_\_: Opened meeting. All BOD members were present with the exception of:
2. The president discussed the following:
  - Next year's reunion will be in \_\_\_\_\_. BOD member \_\_\_\_\_ has volunteered to perform the duties as host and will be working with the reunion planner.
  - Verified that the Treasurer and Storekeeper audits were scheduled to be accomplished prior to the Annual Business Meeting (ABM). Treasurer audit to be conducted by - \_\_\_\_\_ and \_\_\_\_\_. Storekeeper audit to be conducted by \_\_\_\_\_ and \_\_\_\_\_. Details to be reported during the ABM and Post-Election Board Meeting
  - Gave direction on how the 2-Bell ceremony would be performed at the ABM. Verified the Chaplain had the current names of passed program members.
  - xx
3. The president asked for a report on the status of the action items the BOD was tasked with for the previous term, specifically:

- a. Revise the xxx.

Assigned to: \_\_\_\_\_

Action taken: \_\_\_\_\_.

- b. Review the xxx.

Assigned to: \_\_\_\_\_

Action taken: \_\_\_\_\_

- c. Review the xxx.

Assigned to: \_\_\_\_\_

Action taken: \_\_\_\_\_

4. The President discussed status of nominations and elections. The Nominations and Elections Chairman will be: \_\_\_\_\_

The following BOD members chose not to continue on the board: \_\_\_\_\_

The following positions are up for election: \_\_\_\_\_, and Director \_\_\_\_\_. The following members have expressed an interest in serving on the board: \_\_\_\_\_.

5. Discussion item:

6. The Secretary presented to the Treasurer receipts for the 20\_\_ - \_\_\_\_ term for reimbursement and was paid by check. Total: \_\_\_\_\_

7. The Treasurer provided the balance of the NNWA checking account. A copy of the financial report and itemized transactions will be provided during the annual audit. Checking account balance:

Income: \$\_\_\_\_\_

Expenses: To be reviewed at audit

Balance: \$\_\_\_\_\_

8. There being no further business, at \_\_\_\_\_ it was moved, seconded, and passed to adjourn.

Submitted by:

Secretary, NNWA

Version: 2 NOV 22

# Appendix E

## BOD Post-Election Meeting Template



### Navy Nuclear Weapons Association

Board of Directors (BOD) Post-Election Meeting Notes

Date: \_\_\_\_\_



Board Members:

**President:**

**Webmaster:**

**Vice President:**

**Chaplain:**

**Secretary:**

**Historian:**

**Treasurer:**

**Director:**

**MAA:**

**Director:**

**Director/Storekeeper:**

**Director**

9. Time - \_\_\_\_\_: Opened the meeting, all BOD members were present with the exception of \_\_\_\_\_.
10. The president moved that all board members who currently held an office were to continue in that position for the ensuing year. Seconded and passed.
11. The president noted that the offices of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ were open and queried the newly elected board members as to their preferences. \_\_\_\_\_ volunteered for the office of \_\_\_\_\_, \_\_\_\_\_ for \_\_\_\_\_, \_\_\_\_\_ for Director (2-year term), and \_\_\_\_\_ for Director (1 year term). Moved, seconded, passed.
12. The President appointed \_\_\_\_\_ as the Nominations and Elections Committee Chairman for the current term.
13. Treasurer audit status for the last term: The audit was conducted by \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_. Bank account records and Quicken printouts of receipts and expenditures were reviewed - no discrepancies were noted. Receipts were available that showed

all required association fees were paid and that the 990-N was submitted. This was reported at the Annual Business Meeting.

Opening Balance dtd \_\_\_\_\_: \$ \_\_\_\_\_  
Current Balance dtd \_\_\_\_\_: \$ \_\_\_\_\_

14. Storekeeper audit status: Conducted by \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_ . No discrepancies noted.
15. The President took for action to mail/email the results of the Treasurer and Storekeeper audits to the Secretary for his records.
16. The president discussed BOD action items for the 20\_\_\_\_ term, specifically:
- a. Xxx.  
Assigned to:
  - b. Xxx  
Assigned to:
  - c. Xxx.
17. The president discussed the following:
- X
  - X
18. The president reminded everyone that the 20\_\_\_\_ reunion will be in \_\_\_\_\_ and that the BOD will be running the hospitality room and volunteers including the ladies will run the registration desk. \_\_\_\_\_ will be the hosts.
19. The secretary discussed requirements for BOD member articles for the association newsletter; that the secretary would initiate a call for input approximately the first week of December and May for the January and June issues respectively.
20. There being no further business, at \_\_\_\_\_ it was moved, seconded, and passed to adjourn.

Submitted by:



# Appendix F

## Annual Business Meeting Template



### Navy Nuclear Weapons Association

Annual Business Meeting Minutes

Date: \_\_\_\_\_



#### **Opening of Meeting:**

The Navy Nuclear Weapons Association annual business meeting was held at the \_\_\_\_\_ Hotel in \_\_\_\_\_, \_\_\_\_ on \_\_\_\_\_. The meeting was called to order at \_\_\_\_\_ with \_\_\_\_\_ members and guests in attendance. The following board members were present:

**President:**

**Vice President:**

**Secretary:**

**Treasurer:**

**MAA:**

**Director/Storekeeper:**

**Webmaster:**

**Chaplain:**

**Historian:**

**Director:**

**Director:**

**Director:**

The President called on the Chaplain to give the opening prayer which was followed by the Pledge of Allegiance.

The Chaplain then conducted the Two-Bell ceremony to recognize and honor the memory of the following Navy nuclear weapons program members who have passed since the last reunion:

WTC Xxx x xxx

CWO4 xxx x xxx

The President welcomed everyone and called for all new association members and first-time reunion attendees to stand and introduce themselves.

#### **Presidents Report:**

Gave his report on the current status of the organization, specifically:

1. Membership status:

Members in good standing:	_____
Associate Members	_____
Heritage Members	_____
Honorary Members	_____
Life Members:	_____
NAAV Reciprocal Members:	1
Past Members:	_____

He noted that the association gained \_\_\_\_\_ new and reinstated members in 202\_\_\_\_.

- Gave an update on the 20\_\_\_\_ NNWA reunion in \_\_\_\_\_, \_\_\_\_\_. The BOD will try to set the date in \_\_\_\_\_.
- That the Storekeepers inventory and records were audited and that no discrepancies were noted.
- Announced that the association had made \_\_\_\_\_ charitable donations in 20\_\_\_\_ and was considering making donations to \_\_\_\_\_ charitable organizations in 20\_\_\_\_, specifically to \_\_\_\_\_ and the \_\_\_\_\_.
- Announced that:
- Announced that:
- The President reported on the condition of the current Gray Dragon, \_\_\_\_\_.
- Thanked the current board members for their service and support during this past year.

The president then asked for reports from the other board members.

**Vice Presidents Report:**

Gave a brief overview of the proposed bylaws change and that we would be voting on it under new business. (If needed)

**Secretary's Report:**

The Secretary read the minutes of the 20\_\_\_\_ Annual Business Meeting. There being no additions or corrections it was moved, seconded, and passed that they be accepted.

There was no other correspondence.

**Treasurer's Report:**

The Treasurer passed out copies of the NNWA 20\_\_\_\_ Financial Report to the members. It was reported that there were no outstanding bills related to this reunion. It was noted that an annual audit was conducted of the Treasurer's records by two board members and the results provided to the President. Closing balance of the audit period:

\$ \_\_\_\_\_

It was moved, seconded, and passed that all outstanding bills be paid.

**Webmasters Report:**

Reported that the website Memorial Page currently listed \_\_\_\_\_ names. He requested that when informing him of a shipmate who had worked in the program had passed away, then to provide as much information as possible to include rank/rate, date passed, obituary link, etc.

**Historians Report:**

Reported he was now writing articles on \_\_\_\_\_

**Chaplains Report:**

Reported that \_\_\_\_\_.

**Storekeepers Report:**

Reported that sales during the period of \_\_\_\_\_ to \_\_\_\_\_ there were website sales of \$ \_\_\_\_\_. During the 20\_\_\_\_ reunion sales were \$ \_\_\_\_\_. Sales during this reunion will be recorded in the next reunion's ABM minutes.

**MAAs Report:**

Provided details on how the reunion's dinner-dance, raffles, door prizes, and gift exchange would work. Stated that if he is wearing his sheriff's hat then he is selling tickets, if not you don't have to hide.

**Director Reports:**

**Unfinished Business:**

The President thanked \_\_\_\_\_ and the members of the board for all their hard work in setting up and organizing this reunion. They were given a round of applause by the membership.

The president announced the location of the Dinner/Dance and that the bar would open at 1800 with dinner at 1900.

There was no other unfinished business.

**New Business:**

1. (If needed) The Vice-President discussed the proposed bylaws changes, specifically for Article VI Section 1 regarding \_\_\_\_\_:

After a minimal discussion by the membership, it was moved, seconded, and passed to accept the changes.

2. Board of Director (BoD) Nominations: The president announced that \_\_\_\_\_ was the Nominations and Elections Chairman (NEC) and turned the gavel over to him. \_\_\_\_\_ explained that after he was chosen as NEC, he had contacted the board members with expiring terms to determine if they desired to continue their service. The results were as follows:

Office	Incumbent	Willing to Continue on Board

\_\_\_\_\_ explained that he had contacted various members in good standing to determine their interest in serving on the BOD. \_\_\_\_\_ had expressed an interest in serving and was nominated.

\_\_\_\_\_ opened the floor for additional nominations, \_\_\_\_\_ volunteered himself. It was moved, seconded and passed the nominations be closed.

3. BOD Elections:

The NEC opened the floor for elections. He entertained a motion from the floor that the Secretary cast a single vote for those individuals nominated which would represent the unanimous consent the voting membership present. The motion was made, seconded, and passed.

\_\_\_\_\_ explained how the BOD decided on who would fill the positions at the Post-Election BOD Meeting.

The Secretary called for congratulations for the newly elected board members and they received a round of applause. It was then moved, seconded, and passed that the elections be closed. The NEC returned the gavel to the president.

4. Future Reunions:

The president announced that in 20\_\_\_\_ the \_\_\_\_\_<sup>th</sup> reunion of the NNWA would be held in:

Region: \_\_\_\_\_ US  
Location:  
Dates:  
Host: \_\_\_\_\_ and the BOD

The president announced that in 20\_\_\_\_ the \_\_\_\_\_<sup>th</sup> reunion of the NNWA would be held in:

Region: \_\_\_\_\_ US  
Location:  
Dates:  
Host:

The president announced that in 20\_\_\_\_ the \_\_\_\_\_<sup>th</sup> reunion of the NNWA would be held in:

Region: Eastern US  
Dates: TBD  
Host: TBD

5. The president discussed

6. The president discussed

7. \_\_\_\_\_ discussed

There was no other new business.

**Close of Meeting:**

There being no further business, at \_\_\_\_\_ it was moved, seconded, and passed that the Annual Business Meeting be closed. It was announced that at \_\_\_\_\_ the new BOD would convene for elections of officers and conducting of business.

At \_\_\_\_\_ the Chaplain led the association in a closing prayer and the meeting was closed.

Liberty Call! The bar was opened!

Submitted by:

Secretary, NNWA

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## Appendix G

### NNWA Reunion Hospitality Room Watch Bill Template

**Open Duties:** Unlock door, ensure laptop is plugged in.

**Close Duties:** Ensure laptop is plugged in, clean tables, put away any items requiring refrigeration, close open snacks, check for forgotten personal items, lock door.

**28 SEP 22**

Open	
Close	

**29 SEP 22**

Open	
Close	

**30 SEP 22**

Open	
Close	

**1 OCT 22**

Open	
Close	

**2 OCT 22**

Open	
Close	

**3 OCT 22**

Open	
Close	

## Appendix H

### Hospitality Room Stocking Guide – Initial Purchase and General Guidance

The Hospitality Room Stocking Guide provides a standard stocking list for the HR room. The Host can replenish as required. In addition to being Appendix H of this document, it is located on the Members only page of the NNWA website.

While suggested types and quantities of supplies are listed below, the number of reunion attendees may drive a change to the types or quantities purchased.

Check with the BOD to see if any supplies from previous reunions are being brought.

This Stocking Guide should be used to estimate the amount of funds required for stocking of the Hospitality Room. The Treasurer will provide Advanced Funds based on the Hosts estimates.

If there is a military base in the reunion area try to purchase Hospitality Room supplies from there.

Each day review the food and drink on hand and determine if a supply run needs to be made. Receive the concurrence of either the President, Vice President or Treasurer prior to making additional purchases.

Keep all receipts and present them to the Treasurer for reimbursement. If sending some on the supply run make sure that they give you any receipts.

At the reunion work with the BOD to get volunteers to help with Hospitality Room set up, operation, clean up and closing; and running errands for supplies.

Encourage periodic voluntary cleanup of the hospitality room and encourage donations to the kitty to defray costs of refreshments.

Schedule a Welcome/Ice Breaker the first evening of the reunion. Serve heavy snacks or a light meal at this event.

Hotel room service should clean the Hospitality Room every morning, at least. Plenty of trash bags should be available.

**Do not start giving away or packing up supplies until the morning after the Dinner / Dance. Do not let members start taking items on their own. Control what is given away or sold.**

After the reunion conduct an inventory and sale or giveaway of any remaining food and drinks.



Item	Recommended Quantity	Initial Purchase	1 <sup>st</sup> Day Inventory	Mid Reunion Inventory	Last day Inventory	Total Purchased	Sold as Excess or Given Away
<b>Beer</b>							
Bud	2 cases						
Bud Lite	1 case						
Miller	2 cases						
Miller Lite	1 case						
Coors / Coors Lite	1 case each						
Local Craft Beer – variety	6 six -packs						
Corona	1 case						
N/A beer - Heineken	1 12-pack						
N/A beer - Old Milwaukee	1 12-pack						
<b>HARD LIQUOR</b>							
Gin	(1) 1.75L						
Vodka	(1) 1.75L						
Rum Light	(1) 750ml						
Rum Dark	(1) 750ml						
Bourbon	(1) 750ml						
Whiskey	(1) 750ml						
Tequila	(1) 1.75 L						
Amaretto	(1) 750 ML						
Brandy	(1) 1.75L						
Scotch	(1) 1.75L						
<b>WINES</b>							
Red	(2) 5 Liter Box						
White Zin	(2) 5 Liter Box						
Chablis	(1) 5 Liter Box						
Chardonnay	(1) 1.5 L						

Item	Recommended Quantity	Initial Purchase	1 <sup>st</sup> Day Inventory	Mid Reunion Inventory	Last day Inventory	Total Purchased	Sold as Excess or Given Away
<b>SNACKS</b>							
Potato Chips	3 Lbs.						
Pretzels	3 Lbs.						
Tortilla Chips	4 Lbs.						
Mixed Nuts	(4) 46 oz. can						
Cashew Nuts	(4) 46 oz. can						
Green Olives	(1) Medium						
Salsa	(1) Large						
Cookies - variety	3 boxes/bags						
<b>DRINKS AND MIX</b>							
Pepsi & Diet Pepsi	(2) cases						
Coke & Diet Coke	(2) cases						
7-UP	12 pack						
Bottled Water	(7) cases						
Tonic Water	(3) 16 oz.						
Club Soda	(2) 16 oz.						
Ginger Ale	(2) 12 packs						
Bloody Mary Mix	(1) 1.75L						
Margarita Mix	(1) 1.75						
Orange Juice	(1) Fresh						
Milk	(1) ½ Gallon						
Iced Tea sweetened, no lemon							
<b>MISC.</b>							
Coffee	(1) large can						
Sugar	(1) small bag						
Bowls for snacks	100						
Plastic drink glasses	200						

<b>Item</b>	<b>Recommended Quantity</b>	<b>Initial Purchase</b>	<b>1<sup>st</sup> Day Inventory</b>	<b>Mid Reunion Inventory</b>	<b>Last day Inventory</b>	<b>Total Purchased</b>	<b>Sold as Excess or Given Away</b>
<b>Misc.</b>							
Plastic Fork/Spoons	3 100 CT boxes						
Napkins	1 Box						
Limes	1 Large Pkg						
Creamer	1 Small Bag						
Paper Coffee Cups	(200) 16 oz.						
Swizzle Sticks	1 box						